

enoFin<sup>™</sup>

# Getting Started

**User** Guide

A. ABOUT ENOFIN	5
I. Introduction	5
II. Module Functional Diagram	5
III. Benefits of using enoFin	6
IV. How to get help	6
V. How to log in	6
VI. Log out	7
B. SYSTEM	8
I. About System Module	8
II. How to change password	8
III. How to select Working Year	8
IV. How Transaction No are automatically numbered	9
V. Access Logs	9
C. HOW TO SET UP A NEW COMPANY	10
I. Company Module	10
II. Preferences set up	10
1. Company Information	10
2. General Options	11
3. Business Options	11
4. Decimal Digits	12
5. Trust Account	13
III. Tax type – How to set-up	13
1. Setting up Tax Type	13
IV. Bank Account	14
V. Chart of Accounts ("COA")	14
1. How to create an account	14
VI. Cost Center	
1. About Cost Center	16
2. How to set up a Cost Center	16
D. COMPANY MODULE	16
I. About Company Module	16
II. Lock Transaction	17
III. End of Year Task Module	17
IV. Journal Entry	17
1. Tools on Main Screen – Journal Entry	17
2. How to post a Journal Entry	
3. Example of Journal Entry Posting	19

		1
	V. Ledger Listing	19
	VI. Rate Adjustment	
	1. How to use Rate Adjustment	
	2. Example of posting Rate Adjustment	21
	VII. Prepayment	22
	1. How to set up Prepayment Period for Newly Added Prepayments	22
	2. How to run auto recognition of prepayment	23
	3. How to remove an auto recognition of prepayment	24
	VIII. Exchange Rate	25
	1. How to input Exchange Rate manually	25
	2. How to input Exchange Rate by Template	25
	IX. Extracting Reports	25
	1. Structures for all reports	25
	2. Account Journal Report	26
	3. Financial Reports	30
Ε	. BANK MODULE	34
	I. About Bank Module	34
	II. Deposit	34
	1. How to post a Deposit	34
	2. Examples	35
	III. Cheque	36
	1. How to post a Cheque	36
	2. Examples	37
	IV. Bank Transfer	38
	1. How to post a Bank Transfer	38
	2. Examples	38
F.	. CUSTOMERS MODULE	39
	I. About Customers Module	39
	II. Customer managements	39
	1. List	39
	i. How to set up Customers Class	40
	ii. How to set up Job Class/Job/Markets/Payment Term	40
	2. Customers	40
	III. Sale Invoicing Process	41
	1. Sale Order	41
	2. Sale Invoice	42
	i. How to post a Sale Invoice	42
	ii. Examples	43

	3. Sale Return	
	4. Invoice Adjustment Note	
	5. Sale Receipt	
	i. How to add a new sale receipt	
	ii. How to edit a sale receipt	
ľ	V. Reports	47
	1.Customers Reports	47
	i. Statement of Account Report	47
	ii. Sales Invoice Listing Report	
	iii. Customer Balance Detail Report	
	iv. Customer Balance Summary Report	
	v. A/R Aging Details Report	50
	vi. A/R Aging Details (with Cost Centers) Report	
	vii. A/R Aging Summary Report	51
	viii. Receipt Detail Journal Report	52
G. S	SUPPLIERS MODULE	52
I.	. About Supplier Module	52
II	I. Supplier managements	53
	1. List	53
	i. How to set up Items Class	53
	ii. How to set up Units	
	2. Supplier	
	II. Inputs	
	1. Purchase Order	
	2. Purchase Invoice	
	i. How to post a Purchase Invoice	
	ii. Examples	
	3. Purchase Return	
	4. Credit Note	
	5. Purchase Payment	
	i. How to add a new purchase payment	
IN	ii. How to edit a purchase payment	
ľ	V. Reports 1.Suppliers Reports	
	i. Purchase Invoice Listing Report	
	ii. Supplier Credit Details (With Foreign Currency) Report	
	iii. Supplier Credit Summary Report	
	iv. A/P Aging Details Report	

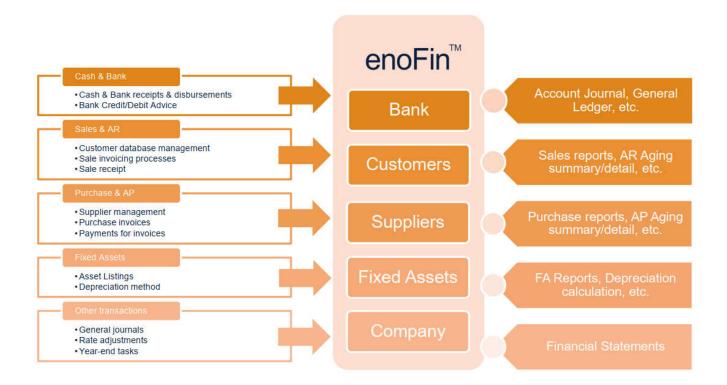
v. A/P Aging Details (with Cost Centers) Report	63
vi. A/P Aging Summary Report	64
vii. Payment Detail Journal Report	65
H. FIXED ASSETS MODULE	67
II. Set up FA Module	67
1. List	67
i. How to set up FA Class	67
ii. How to set up FA Source/ FA Operation/ FA Status	68
III. Add a new Fixed Asset	68
1. How to register for a new Fixed Asset	68
2. Notes	68
3. Examples	69
IV. Run Monthly Depreciation	69
1. How to run auto-depreciation feature	69
2. How to remove the calculated depreciation	70
3. Examples	70
V. Extracting Fixed Assets Reports	71
1. Fixed Assets Journal Report	71
2. Fixed Asset Register Report	72

# **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 multilayer 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 maintenane, 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 <u>enoFin@crowe.sg</u> and our Support Team will reply within 1 working day.

#### V. How to log in

- 1. Open your browser (preferrable 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.

	enoFin <sup>™</sup>	
Company ID		
DEMO100		
User ID		
demo.user006		
Password		

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.

/ Ci	rowe
enof	Fin™
Enter OTP Code	
Submit	Back to Login

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

SYSTEM-	COMPANY	BANK <del>-</del>	CUSTOMERS -	SUPPLIERS <del>-</del>	FIXED ASSETS <del>-</del>			
System		System Modu	ule helps users	to set up datat	bases & user management			
Company		Company Mo	Il financial repo	orts and accounting journal entries				
Bank		Bank Module displays your bank movements						
Customers		Customers provide tools for customer managements, sale invoices & AR reports						
Suppliers		Suppliers pro	vide tools for su	upplier manage	ements, purchase invoices & AP reports			
Fixed Assets		Fixed Assets and FA repor	•	for fixed asset	management, auto depreciation function			

# VI. Log out

Please log out at the right upper corner of enoFin:

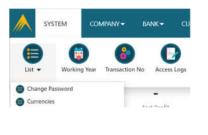
$\wedge$	SYSTEM -	COMPANY +	BANK <del>+</del>	CUSTOMERS -	SUPPLIERS -	FIXED ASSETS -							
CUSTON	IERS   CUSTON	IER BALANCE SUM	MARY										User Info
													Change Password
			CUSTO	MERS   CUSTOMER	BALANCE SUMM	ARY							Logout
										To date	06/09/2021		
				ID .	Name		ið	Ŧ	Name		T		
						*						*	

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:



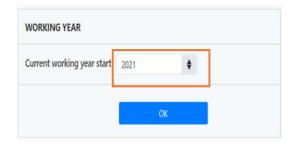
Charige Password	to change password
Working Year	to choose your working financial year. All posting transactions and generated accounting reports will follow chosen working year.
Currencies	all currencies within enoFin
Transaction No	to set up transaction numbering standard for each type of transactions
Access Logs	To keep track activity log of a database

# II. How to change password

User Id	demo.user002	
Old Password		
New Password		
Confirm New Password		
Password must contain a symbol) Password must be chance	t least 11 charaters (including at least ed every 6 month	1 numeric, 1 capital letter and

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



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:

Туре	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	2106000001		
Purchase invoice	YY+MM+XXXXXX	2106000001		
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.

Refres	sh 🖹 Excel									1
Data Pe	eriod All year	2021	• From	Date 01/01/2021	To Date	12/31/20	21 🔂	Search		
	Job ID 🔻	Date \downarrow 🝸	Time 🕂	User Id	T Action	T	Function Name	Ŧ	Description	т
- 21	DEMO100	05/19/2021	16:22:39	DEMO/USER004	ADD		Suppliers		ID: SUP001, Name: Regus Centre Co. Ltd., Class ID: 02	
z	DEMO100	05/19/2021	16:19:59	DEMO.USER004	DELETE		Suppliers		ID: SUP0001, Name: Regus Centre Co. Ltd., Class ID: 02	
3	DEMO100	05/19/2021	16:02:12	DEMO,USER004	EDIT		Suppliers		ID: SUP0001, 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:

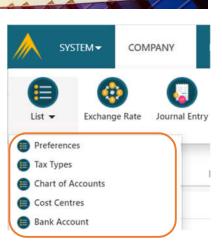
#### II. Preferences set up

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 Name     Demo Company       Patent Company     Address       Address	
Parent Company     Image: Company       Address     Image: Company       Registered Office Address     Image: Company       Province/City     Singapore       Country     Singapore       Phone     Image: Company	
Address     Image: Constraint of the Address       Registered Office Address     Singapore       Province/City     Singapore       Country     Singapore       Phone     First Date of using Trust Account of the Address	
Province/City     Singapore       Country     Singapore       Phone     Post Code       First Date of using Trust Account	
Country         Singapore         Post Code         First Date of using the country           Phone         Fax         Trust Accountry	
Phone Fax Fax Trust Account	
Phone Fax Trust Account	ing Crowe'
your business	does no
Website use, please leav	ve it blank.
GST Registration No. Company Registration No.	
Date of Incorporation 01/01/2020 🛱 Start Date (TA Module Only) 01/01/2020 🛱	
Home Currency SGD •	
First Transaction Date 01/01/2020	





# 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 DEC	IMAL DIGITS TRUST ACCOUNT		
Company Type			Rate Source		
Multiple cost centres Sales price by customer class		Is Multiple COGS by I	e Warehouse tem class		
10 S					
_	•			-	
		•	General	•	
	Service		Company		
	Retail and Trading				
			Option 1: General		
			To use exchange ra	ate sources	
			uploaded by Crowe.		
			Option 2: Company		
Save			To use the company rate sources upload		

#### 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.

Exchange realized gain acc	9203 - Foreign Exchange Gain / (Loss)	
	9203 * Poreign exchange daw / (cost)	(*)
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	SS00 - Retained Earnings	•
Equity Realized FX Account		•
		•
	ANNA COT Developing	
	Hou - Got reyoues	
	Exchange Unrealised Loss Retain Earning Account Non Controlling Interest	Exchange Unrealised Loss         9204 - Unrealised Foreign Exchange Gain / Lloss!           Retain Earning Account         5500 - Retained Earnings           Non Controlling Interest         5500 - Retained Earnings           Equity Realized FX Account         -           STGG Account ID         -           Equity Unrealized TX Account         -           Equity Orient Account         -

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 INFORMATION	GENERAL OPTIONS	BUSINESS OPTIONS	DECIMAL DIGITS	TRUST ACCOUNT	
Quantity decimal digits Unit price decimal digits Foreign unit price decimal digits Amount decimal digits Foreign amount decimal digits Exchange rate decimal digits	4 12 2 2 12	0 0 0 0 0		ers inputted here are l common set-up from am.	

Currently, enoFin offers a maximum of <u>12 decimal places</u> for all functions.

	Getting Started with enoFin™
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.	COMPANY INFORMATION GENERAL OPTIONS BUSINESS OPTIONS DECIMAL DIGITS TRUST ACCOUNT Correspondence Email Password Stammary Crowe contact email
	Site

# 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.

OMPA	NY   TAX TYPES							
1 Add	🖋 Edit 📋 Delete	1 Import O Refresh 😧 Excel						
	VAT Tax ID 🛛 🝸	VAT Tax Name T	VAT Tax Rate 🛛 🕇	Description	Ŧ	Supply Purchase 🗧 🕇	Active T	User ID
1	0P-NR	Purchase from non GST-registerred supplier	0				<b></b>	Admin
2	0P-OP	Purchase trans out of scope of GST legislations	0				<b>~</b>	ADMIN
3	0P-ZP	Purchase from GST-registered supplier with no GST	0				<b>~</b>	ADMIN
-4	05-ES33	Regulation 33 Exempt supplies	0				2	ADMIN
5	05-ESN33	Non Regulation 33 Exempt supplies	0				<b>S</b>	ADMIN
6	05-05	Out-of-scope suppliesfffs	0				2	ADMIN
7	0S-ZR	Zero-rated supplies	0				<b>~</b>	ADMIN
B	7P-BL	Purchases with GST not claimable under R26.27	7	3				ADMIN
9	7P-IM	GST incurred for import goods	7				1	ADMIN
10	7P-TX75	GST - Purchases with GST incurred at 7%	7					ADMIN
11	7P-TX-E33	GST - directly attributables to R33	7				<b>S</b>	ADMIN
12	7P-TX-N33	GST - directly attributables to Non-R33	7					ADMIN
13	7P-TX-RE	GST - not attributable to taxable/exempt suppliess	7				<b>1</b>	ADMIN
54	75-D5	Deemed supplies	7				<b>S</b>	ADMIN
15	75-SR	Standard-rated supplies with GST charged (SGD)	7				<b>S</b>	ADMIN
16	8p-me	imports under special	0					FTS_HA
17	GST7	GST7%	7				<b>~</b>	ADMIN
18	VAT10	VAT10%	10					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:

Company   Tax	Types - Add		×
🖺 Save 💊 Can	cel		
VAT Tax ID		Active 🔽	
VAT Tax Name			
VAT Tax Rate	0		•
Description			
Supply Purchase	Supply		•

Once filling in the necessary information, click Save.

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

### **IV. Bank Account**

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

Company   Bank Acco	bunt - Add	×
🖺 Save 💊 Cancel		
Bank ID	Active 🔽	
Bank Code		
Bank Name Bank Address		
Branch Code		
Branch Name		
SWIFT Code		
Currency ID	Singapore dollar	•
Bank Account Name		
Bank Account Number		

#### 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 <sup>C, Add</sup> from the menu bar then fill in necessary information:

Company   Char	rt of Accounts - Add			×
🖺 Save 🚫 Can	cel			
Account ID Account Name Account Type Parent Account ID	select account type	·	Summary Account	Ţ
Currency ID	SGD	•		
Balance	0	\$		
Balance Orig	0	\$		

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

Screen of (2) sub-accounts

•

Please find below demo screen of inputs:

					(2) 000 0000000			
				Office Eq	uipment – Origina	al Cos	st	
				Office Eq	uipment – Accum	ulate	d Depreciation	
				Company   Char	t of Accounts - Edit			×
				🖺 Save 🚫 Cano	tel			
	10			Account ld	1110			
reen	of Summary A	Account: Office Equipme	nt	Account Name	Original Cost- Office Equipm	ent Equip	pment	
				Account Type	Fixed Asset		Summary Account	
t	of Accounts			Parent Account Id	1100 - Office Equipment			×
				Currency Id	SGD	٠		
Edit	🗈 Copy 🍵 Delete 🛛	🗟 Config 🔹 🗙 Close		Balance	0			
	1100			Balance Orig	0	\$		
	Office Equipment							
e	Fised Asset	<ul> <li>Summary Account 🛃</li> </ul>						
unt id						_		
	SGD	•		Company   Char	t of Accounts - Edit			×
	0	•		Save S Can				
	0	\$		Save G Can	(d)			
				Account ld	1120			
				Account Name	Acc. Depreciation - Office Eq	uipment		
				Account Type	Fixed Asset		Summary Account	
				Parent Account Id	1100 - Office Equipment			
				Currency Id	SGD			

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

Please find below demo screen of inputs:

- 23 100			
🗋 Add 🛛 🥒 Edit	🗈 Copy 📋 Delete	🗟 Config 🔻 🗙 Close	
Account Id	8200		
Account Name	Directors' Fees		
Account Type	Expense	<ul> <li>Summary Account</li> </ul>	
Parent Account Id			*
Currency Id	SGD	*	
Balance	0	•	
Balance Orig	0	٠	

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

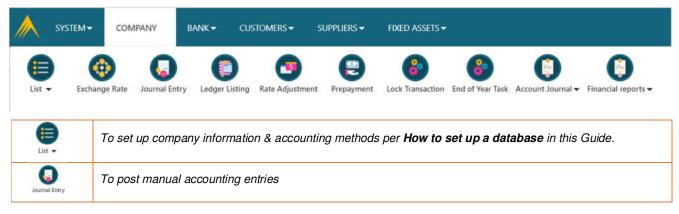
- ✓ Choose <sup>□, Add</sup> on menu bar then fill in necessary information:
- ✓ Once filling in the necessary information, click **Save**.

Company   Co	st Centres - Add		×
🖺 Save 🚫 Ca	incel		
Branch ID		Active 🔽	
Branch Name			
Parent ID	select		*

### **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:



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 reportir	na period to avoid a	changing finalized	reporting numbers
	look previous reporti	ig period to avoid t	onunging multized	reporting numbers.

Company | Lock Transaction - Add

05/17/2021

Mon May 17 2021 14:50:1

Day End

05/17/2021

E Save Cancel

Tran ID

#### 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.

End Date	12/31/2020	Ċ.	
	O Open	Close	

1

C.

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#### 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:

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$\wedge$	SYSTEM -	COMPANY -	BANK <del>v</del> CI	USTOMERS <del>•</del>	SUPPLIERS •	FIXED A	SSETS	Button	Purposes
COMPA	ANY   JOURNAL E	NTRY Delete <u>1</u> Import	X Excel					☐‡ Add	To post a new journal entry
Data Pe	eriod February 20		From date	02/01/202	To da	te 02/28/20	21	🧨 Edit	To edit a selected journal entry
ï	Import No. <b>T</b> 0000000429	Cost Center <b>Y</b> 001 001	No ▼ JV2102007 JV2102006	Date † 02/28/20	and the second second		b 2	💼 Delete	To delete a selected journal entry
3	000000429	001 001	JV2102006 JV2102006 JV2102007	02/28/20 02/28/20 02/28/20	is equal to	C	r Fe r Fe b 2	1 Import	To import Journal Voucher Templates
					Filter	Clear		Excel	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:

	ANY   JOURNAL I										
Add	🧨 Edit 🏾 🏦	Delete 1 Import	Excel								
Data Pe	eriod Any		• From	date	01/01/2021		То	date	05/20/2021		Search
	Import No. 🝸	Cost Center 🕈	No ↓	٣	Date	٣	Desc	iption			1
1		001	JV2103002	St	ow items wit	h value	that:	JSS	income to be rea	eived for	Mar 21
2		001	JV2103002		ls equal to			JSS	income to be rea	eived for	Mar 21
3	000000429	001	JV2102007					l of a	eccounting fee fo	r Feb 21	
4	000000429	001	JV2102007		Is equal to		÷.	l of a	ccounting fee fo	r Feb 21	
5	0000000429	001	JV2102006		ls not equa	f to		l of C	leaning Expense	s for Feb 2	21
6	000000429	001	JV2102006		Starts with			l of C	leaning Expense	s for Feb 2	21
					Contains						
					Does not o	ontain		L .			
					Ends with			L .			
					Is null			L .			
					Is not null			L .			
					Is empty						
					is not empt	tv.	•	I			

#### 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:

🖞 Save 🛇	Cancel											
No	JV2102007		Date	02/28/2	121	Functio	anal Currency Adjust	ment		Mer	morized Transaction	
Currency	USD		Bate	1.0000			Ex. Rate to SGD Cur	rency	0.0000			
Memo	Accruat of a	accounting fee for I	Feb 21									
DETAIL												
E Add (S)	Delete											
Cost 0		Description		Ŧ	Account Id	٣	Functional Debit	Ŧ	Functional Credit	Ŧ	Customer	,
Cost 0		Description Accrual of accou	nting fee for Feb		Account Id 8500 - Accounting		Functional Debit	▼ 0.00	Functional Credit	<b>T</b> 0.00	Customer	,
1 001		Accrual of accou		21		Fees	Functional Debit		Functional Credit		Customer	,
		Accrual of accou	Add	21	8500 - Accounting	Fees	Functional Debit	0.00	Functional Credit	0.00	Customer	,
1 001		Accrual of accou	Add Delete	21	8500 - Accounting	Fees	Functional Debit	0.00	Functional Credit	0.00	Customer	
1 001		Accrual of accou	Add	21	8500 - Accounting	Fees	Functional Debit	0.00	Functional Credit	0.00	Customer	3
1 001		Accrual of accou	Add Delete	21	8500 - Accounting	Fees	Functional Debit	0.00	Functional Credit	0.00	Customer	



# 3. Example of Journal Entry Posting

<u>Demo Case</u>: 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:

Add	/ Ec	a 🗅 🗘	lopy 🔂 Print	Documents	1 D	elete \$	Paymen	t Detail 🛛 🔂 Config 🤊	X Close				
lo		V2103002		Date	03/31/2	021		Functional Current	cy Adjustment		Memorized Trans	action	
umenc	у	JSD		Rate	1.0000		+	Ex. Rate to	SGD Currency	1,0000	٠		
1emo		Record JSS	income to be rea	ceived for Mar 21									
ETAI													
Add	E Di		Description			Account	id 🔻	Account Name	Functional De	bit <b>T</b>	Functional Credit	Customer	
1	001	ter T		ome to be received		2003	IG T	Other Receivable	Functional De	1,050.00	0.00	Customer	
2	001		Record JSS inc 21	ome to be received	for Mar	6500		Other Income		0.00	1,050.00		
	_	_			_	_	_						
_													

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

	SYSTEM -	COMPANY -	BANK <del>+</del> CI	JSTOMERS -	sür	PLIERS <del>-</del>	FIXED ASSI													
COMPA	NY   JOURNAL E	NTRY																		
C: Add	🖌 Edit 🏾 🏥	Delete 📩 Import	t 🔀 Excel																	:
Data Per	iod Any		From date	01/01/2021		To date	05/20/2021		Search											
	Import No. 🝸	Cost Center T	No ∔	T Date	Ŧ	Description	,			۲	Currency	Ŧ	Account	Ŧ	Account Name	Ŧ	Debit	Ŧ	Credit	Ŧ
1		001	JV2103002	03/31/	2021	Record JSS	income to be re	ceived for	Mar 21		USD		2003		Other Receivable			1,050.00		0.00 -
2		001	JV2103002	03/31/3	2021	Record ISS	income to be re	ceived 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:

٨	system+	COMPANY - B	ANK+ CUSTO	MERS - SUPPLIES	s <b>-</b> п	NED ASSETS +				۲
COMP	NNY   LEDGER LISTI					Choose the Period then click Se	earch to sh	ow all journal enti	ries within the perio	bd
Delet	e 🖸 Refresh	Excel								
Data Pe	eriod Any		From Date	01/01/2021	To Date	04/10/2021 🛱 Search				
	Cost Center T	Туре 🕇	No <b>T</b>	Date 🕹 🗡	Currency	T Description T	Account id	Y Account Name Y	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	D85 Bank - SGD	0.00	32.00
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	01/08/2021	USD		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								

	Getting Started with enoFin <sup>™</sup>	
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:

syst	iem <del>~</del> c	XDMIYANY +	BANK <del>-</del>		SUPPLIERS - FIX	ED ASSET	s <b>.</b>				۹
COMPANY   R	ATE ADJUSTI	MENT									
				сомра	NY   RATE ADJUSTM	ENT					
				Date	05/20/2021		Cost Center				
				Currenc Exchang	ey ge Rate Difference Acc	Tount Prof	Ex:Rate	0.0000	•		
				Exchang	9201 ge Kate Difference Acc	ount Loss		Gain / (Loss)			
				Accoun	9204 t Type AR	*	Unrealised Foreign Fechange	Gain / (Ensi)			
					Adjustment						
					T CARAGE COLOR						

#### DEMO100 - DEMO100 | DEMO.USER005 | WORKING YEAR: 2021

✓ Fill in necessary information:

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

VERSION : ENOFIN\_2021011

- ✓ 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.

Rate	e Adjust Differenc	nces								्य	K:
STT	Adjustment T	T Reversal T	Account ID	Account Name	T	Amount Orig	T Amount	Ŧ	Difference	Ŧ	tti
1			2100	Account Receivable (SGD)		499,70		364,619.72		2,010.17	

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

#### 2. Example of posting Rate Adjustment

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

			COMPANY   F	ATE ADJUSTM	ENT									
			Date	03/31/2021	62	Cost Center	001		•					
			Currency	SGD		Ex.Rate	0.743	3	•					
			Exchange Rate	Difference Acc	ount Prof	īt								
				9204	•	Unrealised Foreign Exchange Ga	in / (Los	s)						
			Exchange Rate	e Difference Acc	ount Loss									
				9204	•	Unrealised Foreign Exchange Ga	in / (Les	s)						
			Account Type	AR	٠									
7			, Adju	istment		Click Adjustmer	ıt							
Rate	e Adjust Diffe	erences												×
STT	Adjustment	٣	Reversal <b>T</b>	Account ID	T Ac	count Name	Ŧ	Amount Orig	Ŧ	Amount	Ŧ	Difference	T	
1	2		5	2100	Ac	Receivable (SGD)			+300.00		-300:00		77.01	
ja	Check		100 • Items per p sciption Unrealised		sa on			Reversal Date	04/01/20	21 Ē	3	1 + 1	of 1 iten	ns -
	OK	c	ancel											

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

								Gettin	g Started with	enoFin <sup>™</sup>
	System -	COMPANY + B	ank <del>-</del> custo	MERS <del>•</del> SUPPLIEF	RS <del>▼</del> Fixed A	ussets <del>-</del>				۲
COMP	ANY   LEDGER LISTI	NG								
1 Dele	te 🔿 Refresh [	Excel								:
Data P	eriod Any		From Date	01/01/2021	To Date 05/	10/2021 🛱 Search				
	Cost Center 📍	Туре 🍸	No T	Date 🖡 🔻	Currency T	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:

	SYSTEM <del>v</del>	COMPANY	BANK - CUSTO	MERS▼ SUPPLIERS▼ FIXED ASSETS▼						
COMPA	ANY   PREPAYMEN	ŕ								
Add	🖋 Edit 📋 E	elete 📩 Import	🖒 Refresh 😰 I	kcel						
Data Pe	eriod April 2021		• From Date 0	1/d1/2021 🔂 To Date 04/30/2021 🔂	📢 Alla	ocate	X Clear Allocate	Prepayment Account	2005,	····
-	Cost Center 📍	No T	Tran Date 📍	Description T	Item ID	Ŧ	Quantity <b>T</b>	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.

	SYSTEM	COMPANY -	BANK - CUST	omers - Suppliers -	FIXED ASSETS -							)	
COMP	NY   PREPAYMEN	NT											
C. Add	🖋 Edit  🗊	Delete 👲 Import	🖸 Refresh  🕅	Excel									:
Data Pe	rlod April 2021		From Date	04/01/2021 📴 To Date	04/30/2021	💰 Allo	ocate	X Clear All	ocate	Prepayment Ac	count 2005;		
	Cost Center	No T	Tran Date	Description	Ŧ	Item ID	T	Quantity	Ŧ	Cost Amount	▼ Cost Amount Extra ▼	Allocation	Methoc
1	001	210383	03/20/2021	Annual Corporate Secretarial S	Services for 01 Jan 21 to 31 Mar 21				0.00		0.00 200.0	0 0	-
2	001	INV-18000496	03/29/2021	Juzialent software subscription Apr 21 to Dec 21	n tee, Juzialent software - 4 modules - 15 credits for period				0.00	5	5.00 585.0	0 0	

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

	ANK+ CLETO	imers <del>»</del> su	PPUDIS~	FIXED ASSETS -						
NY   PREPAYMENT										
🖌 Edit 📋 Delete 土 Import	Constants IV F	and .								1
ribid April 2021	ompany   Prepayn	ment - Edit							×	15. (444)
Cost Center Y No 7	Save 🛇 Cancel									t Amount Extra <b>T</b> Allocation 1
001 210783										200.00 0
1	General Information	on					Allocated			
	Cost Center	001					Current month	0	\$	General Informati
	No	210383		Tran date	03/20/2021		Accumulation	0	•	is auto linked fron prepayment
	Description	Annual Corpora	te Secretarial S	ervices for 01 Jan 21 to 31	Mar 21		Remain Amount	200	٠	transactions → N
	item ld		1 <b>7</b> 0							required to update
	Account	2005		Contra Account	3100	- <u>*</u>				· · ·
	Quantity	0	•	Cost Amount	200	•				
	Allocation Inform	ation								
	Allocation Method	Month		Cus/Supplier						To update this pa
	Months/Rate	0	٠	Expense Acc					*	
	Allocate Date	03/20/2021	62	Allocate Period						
	lob		*							

#### 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

OMP	ANY   PREPAYMEN	T.									
Add	🖌 Edit 👔 C	lelete 👲 Import	🖸 Refresh 🕅 E	cel							
lata P	triod June 2021		▼ From Date 06	/01/2021 🔂 To Date 06/30/2021		🗳 Alio	cate	💘 Clear Allocate	Prepayment Account	2004,	***
	Cost Center 📍	No T	Tran date 🛛 🕇	Description	Ŧ	Item Id	٣	Quantity 📍	Cost Amount	Cost Amount Extra	Allocation Metho
1	001	2105000001	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

- $\checkmark$  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:

Pres	payment Lis	t.						×
STT.	Check <b>T</b>	Date 🕈	No. T	Description T	Day Start 🔻	Day End 🔻	Amount	T
1	- 19	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	153	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

✓ 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

	SYSTEM -	COMPANY -	BANK <del>v</del> CUSTO	MERS ♥ SUPPLIERS ♥ FIXED ASSETS ♥								
COMPA	NY   PREPAYMENT	т										
Add	🖋 Edit 🏾 🏦 D	elete 土 Import	🖸 Refresh  🕅 Ex	cel :								
Data Pe	riod June 2021		From Date 06	/01/2021 🔂 To Date 06/30/2021		eA 💝	ocate	💘 Clear Alle	ocate	Prepayment Ac	ount 2004,	***
	Cost Center 🗡	No <b>T</b>	Tran date 🛛 🕇	Description	Ŧ	Item Id	۲	Quantity	T	Cost Amount	▼ Cost Amount Extra ▼	Allocation Method
1	001	2106000001	06/01/2021	Prepayment from Jun 21 to May 22					0.00		0.00 00.0	0 0
2	001	JV2106001	06/01/2021	Prepayment from Jun 21 to May 22 Annual Corporate Secretarial Services for 01 Apr 21 to 31 Dec 21					0.00			0 0
												+
н н	1 × ×	200 🔻 items per	r page									1 - 3 of 3 item

- ✓ 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.

	repayme	nt List						×	
ST				T Description T		Day End 🔻	Amount	Ŧ	
1		06/01/2021 03/20/2021	JV2106001 210383	Prepayment from Jun 21 to May 22 Annual Corporate Secretarial Services for 01 Apr 21 to 31 Dec 21	06/01/2021	06/30/2021		100.00 *	

✓ 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

DMP	NY   EXCHANG	IE RATE								
Add	/ Edit	Belete 🔔 Import	🖸 Refresh 🔯 Escel							
	Company	T Spurce ID T	Source Name T	Valid Date 🗼 🕇	Currency Id T	Currency Name	Currency Id Des	T Currency Name Des	▼ Exchange Rate	
.3	DEMO100	02	Company	04/30/2021	SGD	Singapore dollar	USD	1/5 dollar		0,751
12	DEMO100	02	Сопралу	04/29/2021	.5GD//	Singapore dollar		M5-dollar		:0.75
2	DEMO100	02	Company	Capacity of the second						0.754
3	DEMI0100	02	Company	Company   Ex	change Rate - Add			Default to choose "Comp	any" when using	0.75
5	DEMO100	02	Company	Save OC	ancel			your own company exch	ange rates	0.75
6	DEMO100	02	Company	Line O.						0.75
52	DEMO100	02	Company	Valid Date	06/01/2021	Ċ.	/ -	125 dollar		0.75
1	DEMO100	02	Company	Source ID	select_			1/5 stellar		0.75
2	DEMI0100	02	Company	Currency Id	SGD	Singapore dollar	244.5	Rate from this cu	rrency	0.75
10	DEMO100	02	Company	1				14		0.75
44	DEMO100	02	Company	Currency Id Des		•				0.74
12	DEMO100	02	Company	Exchange Rate	0.0000	٥		Rate to this curre	ncy	0.74
13	DEMO100	02	Company	Income.		anighters willing		Co cionar		0.74
	DEMO100	02	Company		SGD	Singapore dollar		US dollar		0.74
	DEMID100	02	Company		SGD	Singapore doltar	USD	US dollar		0.74
	DEMO108	02	Company		SGD	Singapore dollar	USD	US dollar		4.74
	DEMO100	02	Company			Singapore dollar	USD	US dollar		0.74
	DEMO100		Company		SSP	Singapore ocilar		US dollar		0.74
39	DEMD100	02	Company	04/06/2021	SGD	Singapore dollar	USD	U5 dollar		0.74

# 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:

Select period       Data Period       May 2021       From date       05/01/2021       To date <th< th=""><th>СОМР</th><th>ANY   GENERAL LEDG</th><th>ER</th><th>To move filter table</th><th>criteria from left table to r</th><th>ight</th></th<>	СОМР	ANY   GENERAL LEDG	ER	To move filter table	criteria from left table to r	ight
1       1100       Office Equipment         2       1110       Original cost- Equipment         3       1120       Acc Depreciation - Computer         4       1200       Acc Depreciation - Computer         5       1300       Computers- Mardware         6       1310       Original cost- Computer & Hardware         7       1320       Acc Depreciation - Computer & Hardware	select period Data P	riod May 2021		From date 05/01/2021	To date 05/31/2021	1
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         7       1320       Acc Depreciation-Computer & Hardware		ID	Name	10 <b>T</b>	Name <b>T</b>	
1       100       Original cost: Equipment         3       1120       Acc Depreciation - Computer         4       1200       Acc Depreciation - Computer         5       1300       Computers: Hardware         6       1310       Original cost: Computer & Hardware         7       1320       Acc Depreciation - Computer & Hardware		T	T	1 1200	ACC Depreciation - Computer	
3       1120       Acc Depredation- Equipment         4       1200       Acc Depredation- Computer         5       1300       Computers- Hardware         6       1310       Original cost- Computer & Hardware         7       1320       Acc Depredation- Computer & Hardware	1	1100	Office Equipment			
3     1120     Acc Depreciation - Equipment       4     1200     Acc Depreciation - Computer       5     1300     Computers- Handware       6     1310     Original cost- Computer & Handware       7     1320     Acc Depreciation - Computer & Handware	2	1110	Original cost- Equipment			
5     1300     Computers-Hardware       6     1310     Original cost- Computer & Hardware       7     1320     Acc Deprecision- Computer & Hardware       H     1     V	3	1120	Acc Depreciation- Equipment			
6     1310     Original cost- Computer & Hardware       7     1320     Acc Depreciation- Computer & Hardware	4	1200	ACC Depreciation - Computer	**		
7 1320 Acc Depredation- Computer 8. Hardware	5	1300	Computers- Hardware			
7         1320         Hardware	6	1310	Original cost- Computer & Hardware			
	7	1320				-
List Account list			1 K	H 4 1 ~ 1	н н	
	List	Account list		Preview		
		LONG STOLEN				

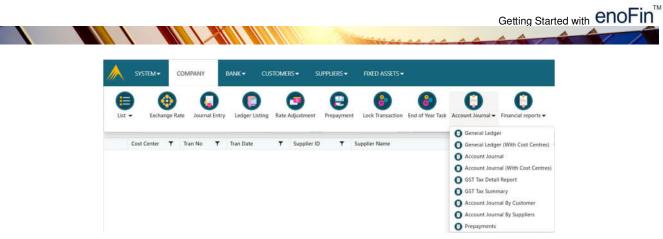
Users may choose the available filter criteria under List then move the criteria from left box to right box to extract the report. If no filter criteria are chosen, the default report is to extract All.

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

ort 🔽 📔 🗙 Close										
Pdf Excel E M0100_GENERAL_LEDGER_MAY_2021 Word	_3005211	80434.pdf	1 / 2 - 60%	+   🗄 🕹					ŧ	ē
				DEMO100 GENERAL LEDGER May 2021		Amount		Tree	naactien Amount	Currency: Ut
1	Date	No	Description	Account	Debit	Credit	Balance	Debit	Gredit	Balance
	2002	Uniter Inscentration			105.00					
And I ADDRESS OF TAXABLE AND ADDRESS OF TAXABLE ADD			Opening balance				1,050.00			
The second second second	3105/2021	3V2106001	Accessed of interest income hore baan - May 21 Closing balance	8005-Intervisi Inscinte	\$25.00		1,100.00			
	2805	Propagment	Chieveng Bahares				1,100.00			
			Opening Selence				897.78			
			Closing Interes				697.79			
	2100	Account Receivable (\$00)			75.14	224.34		100.00	304	10
			Operating balance							
in the second seco	2005/2021	501	Invoice of DEMO Company	0000-hourse	72.37		73.37	100.00		100.0
12 C C C C C C C C C C C C C C C C C C C	21/06/2021	RVD1	Dermo 001	2805-065 Marin - 950		75.14	(1.77)		100	()E
2	21/06/2021		Realized exchange gain' (kost)	8205-Foreign Exchange Gain / (Low)	1.77					
	22/06/2021	RVID	Demo 002	2930-048 (kew - 500		75.32	(75.57)		100	00 (100.00
	23/05/2021	R/03	Demo (813	2800-D85 Bark - 9621		75.35	(190.92)		100	00 (200.0)
			Closing balance				(100.92)			(200.04
	2500	085 Bark - 950			226.84			306.00		
			Opening Balance				(32,809.09)			(32,000.00
					75.14		(21.024.00)	100.00		(31.905.00
	21/06/2021	HU21	Demo 001	2100 Account Receivable (500)	78.18					
	21/06/2821 22/06/2821	WVd3 WV02	Demo 001 Demo 002	2130 Account Receivable (MGD) 2130 Account Receivable (SGD)	75.87		(31,849,20)	100.00		(21.800.00
										(31,800.00) (31,700.00) (21,700.00)

#### 2. Account Journal Report

Account Jounal 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 Debit Des Debit Credit Balance Credit Balance 2003 1,850.00 1,155.00 1,155.00 May 21 105.00 osing ball 697.78 697.79 losing belance 75.14 235.04 100.00 Opening bei 73.37 73.37 (1.77) 5/01 PEV01 the of DEMO C 100.00 emp 001 005 Bark - 500 75.14 1.77 mattered martha ten maint diment on Exchange (75.57) (150.92) (150.92) RV02 RV03 mie 002 05 Benk - 500 75.57 75.36 no 003 BS Bank - SGO Closing ba OBS Bank - BOD 226.04 300.00 (32,000.00) (31,924.00) (31,949.29) RV01 RV02 75.14 100.00 100-Account Receivable (SGD) 100-Account Receivable (SGD)

Preview of General Ledger (With Cost Centers) Report

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

												Currency: USD
								Amount		Tran	sactions Amo	unt
Account Id	Account Name	Date	No.	Cost Centres	Description	Account	Debit	Credit	Balance	Debit	Credit	Balance
2003	Other Receivable						105.00		and the second			
2003					Opening balance				1,050.00			
2003	Other Receivable	31/05/2021	JV2105001	Head Office	Accrual of interest income than to - May 21	6900-Interest Income	105.00		1,155.00			
2003					Closing balance				1,155.00			
2005	Prepayment											
2005					Opening balance				697.75			
2005					Closing balance				697.78			
2100	Account Receivable (SGD)						75.14	225.06		100.00	300.00	
2100					Opening balance							
2100	Account Receivable (SGD)	20/05/2021	5101	Head Office	Invoice of DEMO Company	0000-Income	73.37		73.37	100.00		100.00
2100	Account Receivable (SGD)	21/05/2021	RVU1	Head Office	Demo 001	2605-DB5 Bank - SGD		75.14	(1.77)		100.00	
2100	Account Receivable (SGD)	21/05/2021		Head Office	Realized exchange gain/ (ross)	9203-Foreign Exchange Gain / (Loss)	1.77					
Z100	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

Туре	Date	No.	Cost Centre Name	Name	Description	Account	Debit	Credit	Ex.Rate	Foreign amnt
2021/01/05 NM_1913/ 11933							1,070.00	1,070.00		
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	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	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	
2021/01/06 _NM_1913/ 11964							428.00	428.00		
Purchase	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	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	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	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

Account	Date	No.	Description	Customer	Job	Debit	Credit
DEMO01	DEMO C	ompany	· · · · · · · · · · · · · · · · · · ·		5	802.53	802.53
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 gainloss 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		ALTOON DOTION	Reversal of Unrealised exchange gain/ loss on	DEMO Company		77.04	

# 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
SUP001	Regus Cent	re Co. Ltd.			2,568.00	2,568.00
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.	26.00	
3100 - Account Payable (USD)	06/01/2021	1913/11964	Cleaning fees in Jan 21 per Invil1913/11964 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
Total					2,568.00	2,568.00

#### Preview of GST Tax Detail Report

#### DEMO100 GST TAX DETAIL REPORT

Quarter 1 Year 2021

													Curre	ncy: USD
									Functional	Currency	Foreigr	Currency	SGD Cu	irrency
Туре	No.	Date	Name	Memo	Tax code	Tax rate (%)	Account	Curr ency	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 invw1913/11933 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

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

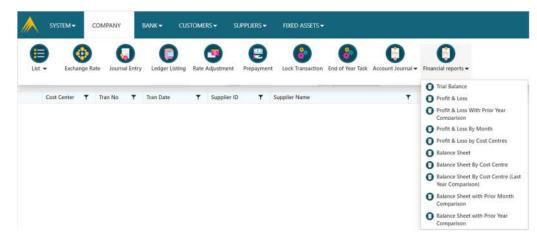
Preview of Prepayment Report

1

					1000 C	IO100 YMENTS						
					Apri	2021						
											C	Currency: USE
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 2	210383	Pinnacle Business Solutions Pte Ltd	Annual Corporate Secretarial Services for Apr 21 01 Jan 21 to 31 Mar 21	8	1	9	1.00000000	200.00	22.22	1	22.2	2 177.78
29/03/2021 1	NV-18000496	AYP Connect Pte Ltd	JuzTalent software subscription fee, JuzTalent software - 4 modules - 13 credits for period Apr 21 to Dec 21			9	1.00000000	585.00	65.00	τ	65.0	0 520.00
								785.00	87.22		87.2	2 697.78

# 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

	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	
- TOTAL	34,548.00	34,548.00

#### DEMO100 PROFIT & LOSS

Quarter 1 Year 2021

Currency: USD

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

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

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

Quarter 1 Year 2021

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

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

#### DEMO100 PROFIT & LOSS BY MONTH

Quarter 1 Year 2021

	January 2021	February 2021	March 2021	Total
Expense				
8400 - Office Expenses	1,400.00			1,400
Total Expense	1,400.00			1,400
Net Ordinary Income	(1,400,00)			(1,400)
Other Income				
6500 - Other Income			1.050.00	1,050
Total Other Income			1,050.00	1,050
Other Expense				
9204 - Unrealised Foreign Exchange Gain / (Loss)			(77.01)	(77)
Total Other Expense			(77.01)	(77)
Other Net Income			1,127.01	1,127
Net income	(1,400.00)		1,127.01	(273)

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

#### DEMO100 PROFIT & LOSS BY COST CENTRES

Quarter 1 Year 2021

Currency: USD

Description	001-Head Office	Total
zpanse		
8400 - Office Expenses	1,400.00	1,400.00
Total Expense	1,400.00	1,400.00
Net Ordinary Income	(1,400.00)	(1,400.00
Other Income		
6500 - Other Income	1,050.00	1,050.00
Total Other Income	1,050.00	1,050.00
Other Expense		
9204 - Unrealised Foreign Exchange Gain / (Loss)	(77.01)	(77.01
Total Other Expense	(77.01)	(77.01
Other Net Income	1,127.01	1,127.0
Net Income	(272.99)	(272.99

#### Preview of Balance Sheet Report

#### DEMO100 BALANCE SHEET

As of June 30, 2021

Currency: USD

	As of Jun 30, 2021
SSETS	
Current Assets	
Current/Savings	
2600 - DBS Bank - SGD	(31,773.94)
2800 - DBS Bank - USD	(1.070.00)
2900 - CHFT Client Trust Account	32,000.00
Total Current/Savings	-843.94
Account Receivable	
2100 - Account Receivable (SGD)	(152.69)
Total Account Receivable	-152.69
Other Current Assets	
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

	001-Head Office	002-Singapore Branch	As of Dec 31, 2021
ASSETS			
Current Assets			
Current/Savings			
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
Total Current/Savings	-843.94		-843.94
Account Receivable			
2100 - Account Receivable (SGD)	(152.69)		(152.69)
Total Account Receivable	-152.69		-152.69
Other Current Assets			
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

	1001000					
						Currency: U
	001-Hea	d Office	002-Singap	ore Branch	To	tal
	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
SSETS						
Current Assets						
Current/Savings						
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	
Total Current/Savings	-843.94				-843.94	
Account Receivable						
2100 - Account Receivable (SGD)	(152.69)				(152.69)	
Total Account Receivable	-152.69				-152.69	
Other Current Assets						
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

Currency: USD

	As of May 31, 2021	As of Apr 30, 2021	Net Change
SSETS			
Current Assets			
Current/Savings			
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	
Total Current/Savings	573,952.71	573,802.00	150.71
Account Receivable			
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

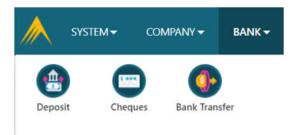
As of May 31, 2021

	As of May 31, 2021	As of May 31, 2020	Net Change
ASSETS			
Current Assets			
Current/Savings			
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
Total Current/Savings	671,052.20		671,052
Account Receivable			
2100 - Account Receivable (SGD)	120,451.80		120,452
2101 - Account Receivable (USD)	100,000.00		100,000
Total Account Receivable	220,451.80		220,452
Other Current Assets			

# E. BANK MODULE

#### I. About Bank Module

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



Deposit	To record incoming receipts
Cheques	To record outgoing payments
Bank Transfer	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.

ank   Deposit Save 🛇 Ca									Exchange Exchange	rate Ra	e run a te moo	uto fi dule
a.	111111		Transaction Data	05/18/2021	8	/	GL Post	ting Date	05/18/2021		đ	
ustomer				(1.1) 100 B.00.1				1195221	and the second		C.R.	
count iD												
rency	USD		Rate	1.0000	6	Ex. R	ate to SGD	Currency	1.0000		•	
no												
	1101											
Add  De		dit Account 🛛 🕇	Description								2.0	
Cost Cent	ter 🕇 Cre					T Ar	nount	Ŧ	Job	T	Tax Id	
t			- Peacipion					0.00				
Ţ			DENCIPALITY					0.00				•
r į	1							0.00				
t 🔹	► ₩ 500	<ul> <li>items per pag</li> </ul>									1 - 1 of 1	
• (1) ,											1 - 1 of 1	
• 1) •											1 - 1 of 1	
• <b>1</b> , OTHE											1 - 1 of 1	
< 1 ) L OTHE											1 - 1 of 1	
• <b>1</b> • L <u>OTHE</u> s s2 s3											1 - 1 of 1	
C OTHE					Bank Account						1 - 1 of 1	
. 0 ,											1 - 1 of 1	



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

(i) 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:

Tran type		Deposit						Currency		SGD			Ex Rate.	0.7557		\$
No. Bank Account Customer		RV02			Date. 05/22/2021			Amount		75.57	\$	Foreigr	n Amount	100.00		\$
					AP Account		2100		Account Receivable (SGD)							
		DEMO01		DEMO Company			Description		Demo 002							
aid 🔻	Date	Ŧ	No.	Ŧ	Currency	Ŧ	Foreign Sale	Ŧ	Sale	Ŧ	Ex Rate	Ŧ	Foreign P	ayment	Ŧ	Paym
	03	/20/2021	SI01		SGD			200,000.00		146,740.00		0.73370			0.00	
				000001 SGD												
12	03	/20/2021	210300	0001	SGD			200,000.00		146,740.00		0.73370			0.00	
	03	/20/2021	210300	00001	SGD			200,000.00		146,740.00		0.73370			0.00	•
	03	/20/2021	210300	00001	SGD			200,000.00	_	146,740.00 293,480.00		0.73370			0.00	•

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

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

o.       RV01       Transaction Date       01/11/2021       GL Posting Date       01/11/2021       Image: Company in the company in											
Automatical state       DEMO01       DEMO Company         2600       Image: SGD	🕽 Add 🥒 Edit	🗅 Copy 🛛 🖨	Print 🖉	Documents 🛛 🗂 Delete	\$ Payment Deta	il 👩 Config 🔻	;	K Close			
2600       Image: BBB Bank - SGD         SGD       Image: BBB Bank - SGD         Rate       0.7514         Rate       0.7514         BBB Bank - SGD       Image: BBB Bank - SGD         Receipt of payment from DEMO Company         ETALL       OTHER         Add       Image: BBB Bank - SGD         Cost Center       T         Cost Center       T         Cost Center       T         Description       T         Second T       Second T	lo.	RV01		Transaction Date	01/11/2021			GL Posting Dat	e 01/11/2021		
arrency SGD ▼ Rate 0.7514 ♦ Ex. Rate to SGD Currency 1.0000 ♦ Receipt of payment from DEMO Company ETAIL OTHER Add  Delete Cost Center T Credit Account T Description T Foreign ammt T Amount T Job	ustomer	DEMO01	··· DEM	VIO Company							
Receipt of payment from DEMO Company         ETAIL OTHER         Add       Total       Total </td <td>ccount ID</td> <td>2600</td> <td>▼ DBS</td> <td>S Bank - SGD</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	ccount ID	2600	▼ DBS	S Bank - SGD							
ETAIL       OTHER         Add	urrency	SGD	•	Rate	0.7514	٠	E	x. Rate to SGD Current	y 1.0000	\$	
Add  B Delete Cost Center  Credit Account  Description	emo	Receipt of paymen	t from DEMC	) Company							
Cost Center     Y     Credit Account     Y     Description     Y     Foreign ammt     Y     Amount     Y     Job	ETAIL OTH	ER									
	Add 🗱 Dele	ete									
1 001 2100 Receipt of payment from DEMO Company 100.00 75.14	Cost Cente	er 🔻 Credit Ace	count <b>T</b>	Description			Ŧ	Foreign amnt 🛛 🔻	Amount <b>T</b>	Job	
	1 001	2100		Receipt of payment fro	om DEMO Company			100.00	75.14		
	1 001	2100		Receipt of payment fro	Sm DEMO Company			100.00	/5.14		

#### **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   Chequ							Exchange Exchange	rate run Rate mo	auto from odule
No.	100000		Transaction Date	06/10/2021	8	GL Posting	Date 06/10/2021	G	
Customer		***							i i
Account ID									
Currency	USD	1940	Rate	1.0000	*	Ex. Rate to SGD Cur	rency 1.3630	٠	
Memo									
DETAIL	THER								
🖽 Add 🗱 D	ielete								
Cost Ce	nter 🝸 Debit A	ccount	T Desc	iption		Ŧ	Amount T	Tax ID	T
1 001							0.00	i i	· • ·
									÷
							0.00		•
	500 ·	items per pag							and 1 mems
OTHER									
OTHER									
OTHER									
OTHER									
Ē									
ype					Bank Account				
ype					Bank Account				
ype					Bank Account Swift Code Order Date	06/10/2021	ö		

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$\checkmark$	Select Save to save the transaction. A notification will appear in the	🕤 Save Successful 🗙
	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 Payment Detail to open the **Purchase Payment** window:

Tran type		Bank credit						Currency		USD			Ex Rate.	1.0000		\$
No.		PV01			Date.	05/01	/2021	Amount		214.00	\$	Foreigr	n Amount	0.00		\$
Bank Acco	unt							AP Accou	nt	3100		Account P	ayable (USD	)		
Customer		DEMO03		DEMO03	}			Descriptio	n	Payment to	Demo co	mpany				
Paid 🔻	Date	• •	No.	Ŧ	Currency	Ŧ	Foreign purchas	se 🔻	Purchase	Ŧ	Ex Rate	Ŧ	Foreign P	ayment	Ŧ	Paym
	0	3/05/2021	S00003		USD			1,070.00		1,070.00		1.00000			0.00	
	0	1/05/2021	S00002		USD			214.00		214.00		1.00000			0.00	
												_				•
								1,284.00		1,284.00					0.00	
[]																

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

<u>Demo Case</u>: 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:

V01 EMO03 ···· 800 <b>v</b>	DEMO03	Date 05/01/2021		GL Posting Da	ate 05/01/2021	<b>**</b>	
800 🔻							
	DBS Bank - USD						
SD 🔻		Rate 1.0000	\$	Ex. Rate to SGD Curren	1.3630	\$	
ayment to Demo comp	any						
▼ Debit Account	Ŧ	Description		Ŧ	Amount <b>T</b>	Tax ID	т
3100 - Account	Payable (USD)	Payment to Demo com	npany		214.00		*
	▼ Debit Account	Yment to Demo company       Y     Debit Account       Y     3100 - Account Payable (USD)	▼ Debit Account ▼ Description	Yment to Demo company       Y       Debit Account       Y       Description	Yment to Demo company       Y       Debit Account       Y       Debit Account         Y   Description	Y     Debit Account     Y     Description     Y     Amount     Y	Yment to Demo company       Y       Debit Account       Y       Description       Y       Amount       Y       Tax ID

#### **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.

Save 🛇 Car	ncel						
Cost Center		-					
Date	06/10/2021	ti i		No	YYYYYY		
ransfer From			•	Transfer To			
rom Currency			•	To Currency			•
nding Balance	0	\$		Ending Balance	0	•	
ransfer Rate	1	\$					
ource Amount	0	\$		Remitted amount	0	•	
Comments							

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:

Bank   Bank Tra	nsfer							
🗋 Add 🥒 Edit	🖸 Сору	Print	📳 Documents 👔 Delete 🙆 C	onfig	<ul> <li>X Close</li> </ul>			
Cost Center	002	٠						
Date	04/29/2021				No	000001		
Transfer From	2600 - DBS Ba	inik - SGD		•	Transfer To	2900 - CHFT (	Tient Trust Account	
From Currency	SGD				To Currency	SGD		
Ending Balance	0				Ending Balance	0	٠	
Transfer Rate	1	\$						
Source Amount	32.000				Remitted amount	32,000	•	

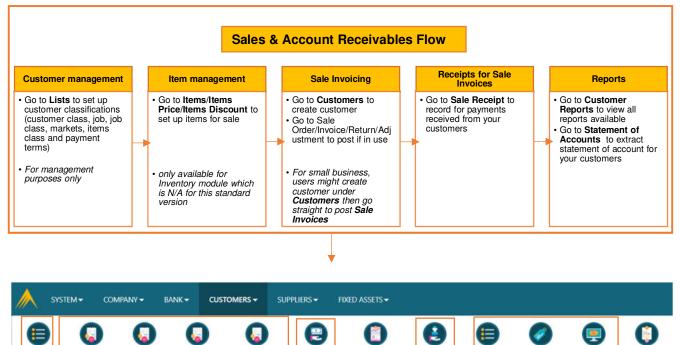
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#### F. CUSTOMERS MODULE

#### 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

Sale Order

Sale Invoice

Sale Return

Invoice Adjustmen

Note

#### 1. List

List -

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

Sale Receipt

Statement of

Account

Items Price

Items Disco

Reports -

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Customers Class	to manage separate class of customers	
Job Class	separate class of jobs/services	List  Sale Order Sale Invoice
Job	separate jobs under a job class	Customers Class
Markets	different market segments	
Items Class	separate class of items for sale	Job Class
	<use &="" for="" inventory="" module="" na<="" th=""><th>Markets</th></use>	Markets
	for standard version>	Items Class
Payment Term	payment term classification	Payment Term

- i. How to set up Customers Class
- ✓ Select Add under Customers/List/Customers Class function will open a new window.

Customers   Customers (	lass - Add	×
Save 🛇 Cancel		
Class ID	Active 🔽	
Class Name		

- ✓ 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.

κ.	NV.♥ BAI	NK+ CUSTOM	AESIS + SUPPLIERS +	FIXED ASSETS +			<u> </u>
DMERS   CUSTOMERS	+ import	Customers   Cus	stomers - Add			×	
Custommer ID T		Save O Cano					Active T User Id T
0840	DEMO Compa						
		Custommer ID	CUST100	Active 🛃			Compulsory fields
		Custommer Name	Customer Name			2	
		Custommer Class	Customer 2100 - Account Receivable (SGD	-			
		An Account	2 100 - ALCOUNT RECEIVABLE (SIG)	20			
		CONTACT DETAIL	LS PAYMENT DETAILS	CREDIT			
		Address 1					
		Huuress 1					Optional fields
		Address 2			Address 3		
		Postal Code			Country		
		Contact person			Phone		
		Fax			Email		
		Company UEN			Tax code		
		Remarks			VAT Nr		

✓ 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.

Customers   Ite	ms Price - Add		×
Save O Ca	ncel		
Valid Date	06/11/2021		
Item ID	select		
Currency	US dollar		•
Unit Price Orig	0	٠	

✓ 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 [ Sa	ale Order - Add								nge rate i	
🖺 Save 🚫 Ca	ncel								om Exch	ang
No.	Y11711Y	Date		05/20/2021	•	GL Postir	Date 05/		nodule	
Originating No.		Order Da	ate	05/20/2021	8				769 .	
Payment Term		Payment	Date	05/20/2021	6	Payment f	Method			
Customer					/					
Currency	USD	•	Rate		•	Ex. Rate to SGD C	urrency		•	
Memo										
DETAIL OT	HER									
🖽 Add 🚟 De	lete									
Cost Cen 1 001	tre <b>T</b> item	T Description		Ţ	Unit	T Quantity	<b>T</b> U	nit Price	Amount	
	tre <b>T</b> item	T Description		Ť	Unit	T Quantity				•
1 001	tre T Item	T Description		Ť	Unit	T Quantity				•
1 001	tre ▼ Item			Ţ	Unit	T Quantity	0.00			
1 001			, <sub>6</sub>	Ţ	Unit	T Quantity	0.00		000	
1 001			, <sub>6</sub>	Ţ	Unit	T Quantity	0.00		000	
1 001 4	• ₩ 500 ▼ iten			Ŧ	Unit		0.00		000	
1 001	• ₩ 500 ▼ iten			Ť			0.00		000	
1 001	• ₩ 500 ▼ iten			Ţ	Employee		0.00		000	
1 001	• ₩ 500 ▼ iten			Ţ	Employee Market		0.00		000	
1 001	e er 500 ▼ iten			Ţ	Employee Market		0.00		000	
1 001 A Contact Person Address Deliver Note	e er 500 ▼ iten	ns per page		Ţ	Employee Market		0.00		000	

✓ 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 Inv	oice - Add										ge rate r			om
Save Save									EX	cnan	ge Rate	moau	ie	
No. YY	mv	Date		05/20/2021	C3		G	. Posting	g Date	05/20/20	21			
Originating No.		Order Date		05/20/2021	6									
Payment Term		Payment Date	0	05/20/2021		/	Paj	ment M	lethod					
Currency US			Rate	1.0000			Ex. Rate to	SGD Cu	rrency	1.0000				
Memo														
DETAIL OTHER														
E Add Delete														
		-				-		-			Amount		Type 1	
Cost Center	T item	T Description			T Unit	T	Quantity	0.00	Unit Pric	0.0000	Partouris	0.00		*
	I				T UNIT	T	Quantity		Unit Pric			0.00	•	
	▼ Item 500 ▼ atems				T UNIT	T	(20antoly	0.00	Unit Pric			0.00	*	
1 001	I			_	T Unit	T	Quantity	0.00	Unit Pric			0.00	•	
1 001 <	500 ¥ items				T Unit	T	Quantity	0.00	Empl	.0.0000		0.00	•	
1 001	500 ¥ items				T Devit	T	Quantity	0.00	Empl	.0.0000		0.00	•	
1 001	500 ¥ items				T Levit	Ţ	Quantity	0.00	Empl	oyee		0.00	•	
1 001	500 ¥ items					Ţ	Quantity	0.00	Empl	oyee		0.00	• of 1 item	*
1 001 DETAIL OTI Contact Person Address Deliver Note	500 ¥ items					Ţ	Quantity	0.00	Empl	o.cooo oyee arket		0.00	•	*
1 001	500 ¥ items					Ţ	Quantity	0.00	Empl	o.cooo oyee arket		0.00	• of 1 item	*

✓ 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

<u>Demo Case</u>: 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.	\$101				Date		05/20/20	121				GL Posting C	ate 05/20	/2021	63			
Driginating No.					Order Date		05/20/20	121										
Payment Term					Payment Date		05/20/20	121				Payment Met	bod					
ustomer	DEMOO	1 .	•• [	DEMO Company														
urrency	SGD		•		R	ate	0.7337		•		Đ	x. Rate to SGD Curre	Ky 1.000	0	•			
Memo	Invoice of	of DEMO Com	pany															
DETAIL OTH	ER																	
🗄 Add 🛛 🗱 Dele										I COMPANYA AND		0 11 1000000000						
Cost Cente	n <b>T</b>	Item	۲	Description	Ŧ	Ur	ut T	Quantity		Foreign price <b>Y</b>	Unit Price					Type Tax	Ŧ	Foreign tax
1 001				Involce of DEMO Company					1.00	100.0000	7	73.3700	100.00		73.1	37		
	_								1.00	100.0000			100.0		73.			

#### 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).

Add 🥒 Edit	Сору	\varTheta Print	Docum	ents 📋 Delete		Contig 🔹 🗙 Close		Excha	nge Rate i	modul	е	
No.	SR01		D	ate	05/28/2	021		GL Posting	Date 05/28/20	21	C.	
Driginating No.			0	rder Date	05/28/2							
ayment Term			Pi	ayment Date	05/28/2	021 🖬		Payment Me	thod			
Aendor	DEMO		DEMO Cor	mpany								
Currency	SGD			Rate	1.0000	•	Ex. Ra	ite to SGD Curr	ency 1.0000		•	
Viemo	Sale return o	of DEMO Co	mpany									
DETAIL OTHE	R											
E Add 📲 Delet	e											
Cost Center		Descriptio	n <b>T</b>	Amount	Ŧ	Return Acc T	Tax Id	Ŧ	Tax Amount	Ŧ	Total Amount	•
		Sale return	n of DEMO		20.00	2100	75-SR			1.40		.21.
1 001		Company										
1 001		Company										
1 001	_	Company			20.00				_	1.40	_	21.
4 × (1) ×	₩ 500	<ul> <li>items</li> </ul>	per page	T	20.00			_	I	1.40	1 - 1 of	21.
			per page	Ī	20.00	1		_	1	1.40	1 - 1 of	21.
	₩ 500 HER		per page		20.00				1	1.40	1 - 1 of 1	21.
• • • • •			per page		20.00		Employ	yee	1	1.40	1.101	21.
DETAIL OT Contact Person			per page		20.00		Employ Mar		1	1.40	1.101	21.
e e 1 > Detail 01			per page		20.00					1.40	1 - 1 of 1	21.
DETAIL OT Contact Person	HER	▼ iteme	per page	D)	20.00					1.40	1 - 1 of 1	21.
DETAIL OT Contact Person Address	2100 -	▼ items		0)						1.40	1 - 1 of 1	21.
DETAIL OT Contact Person Address AP Account	2100 -	▼ items	ceivable (SGI	D)						1.40	1 - 1 of 1	21.
DETAIL OT Contact Person Address AP Account	2100 -	▼ items	ceivable (SGI	D)					Ĩ	1.40	1-100	21.

✓ 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).

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-	ancel					Exchange ra Exchange R			
Na.	100000		Transaction Date	05/20/2021		GL Posting I	Date 05/20/2021	Ċ.	
Customer									
Account ID									
Currency Memo	USD	*	Rate	1,0000	•	Ex. Rate to SGD Curr	ency 1.0000	٠	
0.00012	THER								
Add D Cost Cer		bit Account	▼ Description		▼ Amount	dol <b>T</b>	▼ Tax type	▼ Tau	x Amount
4									•
*	► \$ 500 °	<ul> <li>items per p</li> </ul>	age	_		0.00		1-1	<ul> <li>I of 1 items</li> </ul>
4 H 4 <b>1</b>	▶ ₩ 500 °	<ul> <li>Items per p</li> </ul>	age	_		0.00		1-1	
* • 1	► ₩ 500 ·	<ul> <li>items per p</li> </ul>	ege	_		0.90		1-1	
* • 1		• Rems per p	oge			0.00		1-1	
DETAIL O		<ul> <li>Rems per p</li> </ul>	oge			0.00		1 - 1	
Address		<ul> <li>Rems per p</li> </ul>	age			0.00		1-1	
DETAIL O Address 2		• Jems per p	age			0.00		1-1	
DETAIL O Address 2 Address 3		<ul> <li>Bems per p</li> </ul>	age		Bank Account	0.00		1-1	
DETAIL O Address Address 3 Payment Type		<ul> <li>Bems per p</li> </ul>	age		Bank Account Swift Code	0.00		1-1	

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   Sal									rate run auto fr Rate module	om		
	Cost Centre							*		144			
	No.	YYYYYY	_	Da		06/0	1/2021	Ē	GL Posting Date 06/0	01/2021			
	Supplier	CUST100		Customer N	lame				/				
	Payment Type												
	Payment Account							-	AR Account 210	0 - Account Receivable (SGE	ŋ ·		
	Currency	SGD		Ex	Rate	1.000	00		Ex Rate To SGD 1.00		*		
	Amount	0.00	٠										
	Memo												
	Paid	<b>~</b>											
	Paid 🔻	No.	Ŧ	Date	Ŧ	Currency T	Ex.Rate	Ŧ	Transaction Sales Amount <b>T</b>	Sales Amount	Transaction Received	())	
Tick Paid to	1 🛃	\$10002		05/01/2	1502	SGD		0.00	20,000.00	20,000.00		-	
choose invoices	2 💟	510001		06/01/2	1021	SGD		0.00	1,000.00	1,000.00			
												*	

✓ 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**:

Tran type		Deposit						Currency		SGD			Ex Rate.	0.7514			
No.		RV01			Date.	05/21	/2021	Amount		75.14		Foreign	n Amount	100.00			
Bank Accour	it i							AP Accou	nt	2100		Account R	eceivable (S	iGD)			
Customer		DEMO01		DEMO O	ompany			Descriptio	m	Demo 001							
aid 👎	Date	τ.	No.	Ŧ	Currency	Ŧ	Foreign Sale	Ŧ	Sale	Ŧ	Ex Rate		Foreign P	ayment	Ŧ	Payn	n
151	0	5/20/2021	SI01		SGD			100.00		73.37		0.73370			0.00		
_				_												,	

- ✓ Edit necessary information
- ✓ Click **Requery Data** to retrieve outstanding sale invoices again
- ✓ Tick Paid columm 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.

#### **IV. Reports**

#### **1.Customers Reports**

Available Customers Reports are listed below:

Available Report Names	Where to find?
Statement of Account	under Statement of Account Module
Sales Invoice Listing	
Customer Balance Detail	
Customer Balance Summary	
A/R Aging Details (with Cost Centers)	under Customer/Reports Module
A/R Aging Details	
A/R Aging Summary	
Receipt Detail Journal	

#### i. Statement of Account Report

CUSTOMERS   STATEMENT OF ACCOUNT	Select the Date, Customer and Bank then click Preview.
Date 05/20/2021	under Company/List Module and is
Preview	invoices to customers

#### Preview of Statement of Account Report

#### Statement of Account

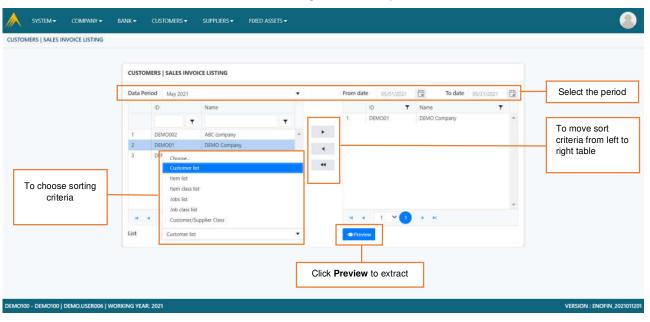
DEMO Company	ıy		Date	: 20 N	fay 2021	
Attn:						
Date	Document ]	<u>Eype In</u>	voice No.		Amount	Balance Due
03/31/2021	Bill	CL	TGCN-2021/03		77.01	77.01
04/01/2021	Bill	CL	TGCN-2021/04		-77.01	0.00
05/20/2021	Bill	SIC	1		73.37	73.37
1 – 29 Days	30 – 59 Days	60 – 89 Days	90 – 119 Days	120 – 149 Days	Over 150 Days	Total Due
USD 73.37	USD 0.00	USD 0.00	USD 0.00	USD 0.00	USD 0.00	USD 73.37

Accordingly to our records, the total outstanding balance stated above was still due as at statement date. We would be grateful if you could settle this account promptly as per our Terms stated on our invoice. Please disregard this statement if you have already sent your payment to clear this balance subsequent to the statement date.

Sales Invoice Listing Report

ii.

Select Customers/Lists/Sale Invoice Listing function to open a new window:  $\checkmark$ 



✓ Sample Preview of Sales Invoice Listing Report

			DEMO100 SALES INVOICE	LISTING				
			From date: 01/01/2021 - To da	te: 05/20/2021				
								Currency: USD
No.	Date	Customer Name	Description	Unit	Quantity	Unit Price	Amount	Tax Amount
	DEMO Company				2.00		173.37	
DEMO01	Denio Company							
	20/05/2021	DEMO Company	Invoice of DEMO Company		1.00	73.37	73.37	
DEMO01 SI01 SO01		DEMO Company DEMO Company	Invoice of DEMO Company Order of DEMO Company		1.00	73.37 100.00	73.37 100.00	

#### 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:

CUSTOME	RS   CUSTOMER BA	ALANCE DETAIL									
Data Period	d June 2021		•		From date	06/	01/2021	Ē	To date	06/30/2021	C
	ID	Name				ID	۲	Name		9	Ŧ
			~								-
				•							
				44							
				**							
				**							
	~			*			× 🙃				
int i	-	R. H.		*	н. н		× 💿	й н			
ie e List	Account list	¥ N	*	**			~ <mark>0</mark>	ж.н			
	Account list Choose	¥. W	*	41	н. н	9	× 0	¥ .H			
	Account list	¥ ¥	*		н. н	3	× ()	н н			
	Account list Choose Account list	¥ N	×	**	н. н		~ <b>0</b>	* *			

Page 48 of 72

✓ Sample Preview of Customer Balance Detail Report

			DEMO100					
		CUSTOME	R BALANCE DE	TAIL				
			Account: All					
			Customer List: All					
			Job: All					
		From date: C	5/20/2021 - To date: 05/21/20	21				
							0	urrency: US
								unency. 03
			Hon	ne Currency		Fo	reign Currency	
No.	Date	Memo	Debit	Credit	Balance	Debit	Credit	Balance
DEMO01	DEMO Company		150.28	150.28				
	Opening bala	ince						
SI01	Opening bala 20/05/2021 Invoice of DEM			73.37	(73.37)		100.00	(100.00)
		MO Company	73.37	73.37		100.00	100.00	(100.00)
	20/05/2021 Invoice of DEM	MO Company MO Company	73.37	73.37		100.00	100.00	(100.00)
SI01	20/05/2021 Invoice of DEM 20/05/2021 Invoice of DEM	MO Company MO Company	73.37	73.37	(73.37)	100.00	100.00	(100.00)
SI01	20/05/2021 Invoice of DEM 20/05/2021 Invoice of DEM 21/05/2021 Realized exch	MO Company MO Company ange gain/ (loss)	73.37	73.37	(73.37)	100.00		
SI01 SI01 RV01 RV01	20/05/2021 Invoice of DEM 20/05/2021 Invoice of DEM 21/05/2021 Realized exch 21/05/2021 Demo 001	MO Company MO Company ange gain/ (loss)		73.37	(73.37) (1.77) (76.91)	100.00		(100.00)
SI01 RV01	20/05/2021 Invoice of DEN 20/05/2021 Invoice of DEN 21/05/2021 Realized exch 21/05/2021 Demo 001 21/05/2021 Realized exch	MO Company MO Company ange gain/ (loss) ange gain/ (loss)	1.77	73.37	(73.37) (1.77) (76.91)			(100.00)

- 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:

CUSTOME	RS   CUSTOMER B	ALANCE SUMMARY								
								To date	06/01/2021	6
	10	Name			ID	Ŧ	Name		,	
				44						
					12 (20) III	~ 6				
14 A	× 💿	2. 20		_	A (4)					
ia a List	✓ 0 Choose	* *	•		@Preview					
			•		1					
	Choose		•	1	1					

✓ Sample Preview of Customer Balance Summary Report

	DEMO100	
	CUSTOMER BALANCE SUMMARY	
	Account: All	
	Customer List: All	
	As of May 20, 2021	
		Currency: US
Customer ID	Customer Name	Closing balance

#### 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:

							To date	06/01/2021	6
	ID Name			10	٣	hiame		7	
		-							
			1.0						
			44						
			44						
			**						
	<b>~</b> (0) ★ ★	v	44		~ 0	-			
st e	Cheose.	v.	**	e e	~ 💿				
st e	Choose				~ 0				
st st	All second se	•		At least one to be chose		teria fro			

✓ Sample Preview of A/R Aging Details Report

					TAILS	DEMO100	A/I		
					1	As of May 20, 202			
Currency: USD	Cun								
		Overdue	(		ince	Closing bala			
>180	136-180	91-135	46-90	0-45	Amount	Transaction Amount	Description	Date	No.
				73.37	73.37	100.00		DEMO Company	EMO01
			77.01		77.01		Unrealised exchange gain/loss on Account Receivable (SGD) as at 31 Mar 21	31/03/2021	LTGCN-2021/03
			(77.01)		(77.01)		Reversal of Unrealised exchange gain/ loss on Account Receivable (SGD) as at 31 Mar 21	01/04/2021	CLTGCN-2021/04
				73.37	73.37	100.00	Invoice of DEMO Company	20/05/2021	5401
				73.37	73.37	100.00		20/05/2021	SI01

- 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:

									To date	06/01/2021	f
	ID Name				i0			Jame		- OCIT OF COL	
	av ranna.	-			194	23	001100				
			44								
n 1	× <b>0</b> ⊮ ⊮	÷		н н		~ (o		<b>F</b> F(			
st st	V 0 V N			R e		~ 💽		6 FI			
e e st				94 - 4 40 Previe	*	~ 💽	) (	н ні			
st st	Choose	v		 -		~ (		• •		• no odo	
e e	Choose_			least c	one f				om <b>Lis</b> report	t needs	

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

Page 50 of 72

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

		A/R AGING DE	DEMO		ST CEN	TRES)				
			As of May	20, 2021						
									Curren	cy: USD
			Closing	balance			0	lverdue		
No.	Date	Description	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)			
5101	20/05/2021	Invoice of DEMO Company	100.00	73.37	73.37	73.37				
	Total		100.00	73.37		73.37				1

#### 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:

									1.		1.000
									To date	06/01/2021	6
	ID Name					ID	Ŧ	Name		۲	
			*								1
				4							
				44							
				44							
				44							
				**							
			-	*							
(H) H	• • • •			*	(H) - H		× 0	- F - H			
ist 4	Choose.			*	CHI R		~ <b>0</b>	- F < R			
ist .		-		*1			~ <b>0</b>	· F · · · B			
ist i	Choose		•		@Preve						1
N 4	Choose		•	A	هېره د	one f	ilter cr	iteria f	rom Lis	st needs	

✓ Sample Preview of A/R Aging Summary Report

#### Demo Company A/R AGING SUMMARY

As of June 1, 2021

Currency: SGD

					A/R Aging Deta	ils	
Customer ID	Customer Name	Total	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				
Tot	al	1,064.20	1,064.20				

#### 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:

LUSTOME	RS   RECEIPT DE										
Data Period	d June 2021			٠		From date	06/01/2021	G	To date	06/30/2021	đ
	ID	Name				iD	6 J	Name		٣	•
				*							1
					44						
					*						
					"						
					4						
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	Choose			•	**	H	×				
	-	) - <del>8</del> - 28		•	*	04	~ (		N		
ist e	Choose Choose Account lis			•	2.33	At least or	e filter o			tneeds	3

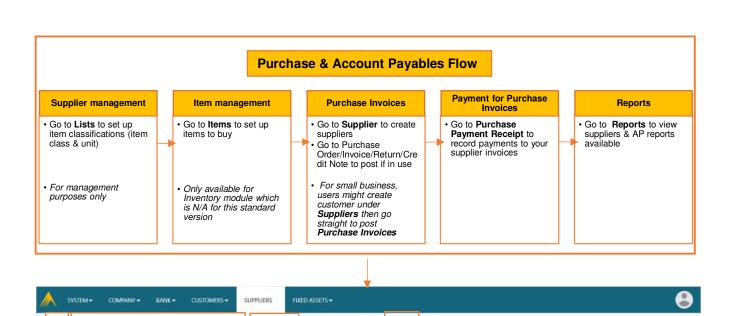
✓ Sample Preview of Receipt Detail Journal Report

					ccount: 2	DEMO1 DETA 100-Account ustomer/Sup	IL JO Receivab		L					
				Fro	om date: 0	1/01/2021 - 1	To date: 0	5/20/2021						
		Sales												ncy: USD
	President and		1	Transaction		and the second second	-			Payment	and a firm of the fir	Equivalent	Balar	
No.	Date	Description	Cur	Amount	Amount	Gain/Loss Ad	No.	Date	Cur	Amount	Amount	amount	Amount	Amount
DEMO01	DEMO Com	pany		100.00	150.38	1			_		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	i.								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	USD								77.01			(77.01)
							CLTGCN- 2021/04	01/04/2021	USD		77.01			
5101	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	13					77.01	1	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:



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#### **II. Supplier managements**

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#### 1. List

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

e

O

Items Class	separate class of items for purchase <i><use for="" i="" inventory<=""> <i>module &amp; NA for standard</i> <i>version&gt;</i></use></i>	List -	Purchase Order	Purchase Invoices
Units	Separate units for products	<ul><li>Items Clas</li><li>Units</li></ul>	S	

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

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

-			
Save 🛇 Cancel			
tem Class ID		Active 🔽	
tem Class Name			
efault 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.

為					•
SUPPLI	ERS   SUPPLIERS		Suppliers   Sup	Niges - Ariel	×
C. Add	/ Edit 🗊 Dolese	+ import			Compulsory fields
	Supplier ID 🛛 🕈	Supplier Nar	🖺 Save 🛇 Car	cel	Active
	DEMOD3	DEMOIDT	Supplier ID	Active 🔽	demo.uaer001
	SUP001	Regus Centre	Supplier Name		demiciuser004
	SUP002	Pinnacle Bus	Class ID	select.,	- demouser004
	\$19033	AYP Connect	AP Account	select	- demaaser004
			CONTACT DETA Address 1 Address 2 Postal Code Contact Person Fax Company UEN Remarks	Address 3 Country Phone Email Tax Code VAT Nr	Optional fields
8 14	(1) → ► 200	• nems per p	age		1 - 4 of 4 items
DEMOTO	0 - DEMO100   DEMO.US	EROOT   WOR	KING YEAR: 2021		VERSION : ENOFIN, 202101120

✓ 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).

🖺 Save 🚫 Car	incel										nge rate om Exch		
No.	YYYYYYY		Date		06/10/2021	ta i		GLF	osting Dal	Rate m	nodule	-	
Originating No.			Order 0	Date	06/10/2021			/	L				
Payment Term			Paymer	nt Date	06/10/2021		/	Paym	ent Method				
Vendor		***											
Currency Memo	USD	•		Rate	1.0000	+	Đ	Rate to SC	D Currency	1.3630	٠		
Add 💮 Del		n	▼ De	escription		Ŧ	Unit	Ŧ	Quantity	Ŧ	Unit Price	Ŧ	An
1 001				excription		1	Dist			0.00		0.0000	
		ie		Ben prom		1	2008			0.00			
				Ben prom		,	UTUR.						•
		litems per pe		BCTIPLION			Units.			0.00			oue.
H - 4 <b>1</b> >	• ₩ 500 ▼	items per pa		SCI (KAN)	_	_						0.0000	oue.
etail OTH	• ₩ 500 ▼	items per pa		scription			Employe	e				0.0000	oue.
H + T > ETAIL OTH ontact Person	• ₩ 500 ▼	items per pr						e				0.0000	oue.
4  4 ~ <b>(</b> ] >	• ₩ 500 ▼		ige				Employe	e				0.0000	oue.

✓ 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).

and the second strength strength	Invoices - Add										×
🖺 Save 💊 Cancel								e rate ru			
No. YYY	m	Date	06/10/2021	Ċ.	/	Exch	ang	e Rate m	odule		
Originating No.		Order Date	06/10/2021								_
Payment Term		Payment Date	06/10/2021		3	Payment Metho	bđ				
Vendor	**										
Currency USE		Rate	1.0000	4	Ex. Rate	to SGD Curren	CV 1	.3630	\$		
Memo											
DETAIL OTHER											
🖽 Add 🗱 Delete											
Cost Centre	Item	▼ Description			۲	Quantity	т	Amount	Ŧ	Tax Type	
4							0.00		0.00	,	
	500 💌 items per p						0.00		0.00	1 - 1 of 1 iter	
	sou • nems per r	iage :								1 - 1 OF 1 IDEF	ns
DETAIL OTHER											
DETAIL OTHER				Employee							
				Employee							

✓ 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

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

No.		S00003		Date	03/05	5/2021	1	GL Posting [	Date 03/05,	/2021		
Origina	ting No.			Order Date	03/05	5/2021	1					
Paymer	nt Term			Payment Date	05/19	9/2021 É	1	Payment Met	hod			
Vendor		DEMO		DEMO03								
Currenc	сy	USD		Rat	e 1.000	0 4	•	Ex. Rate to SGD Curre	ency 1.3630	0	\$	
Memo		Purchas	se									
DETAI	•											
	Cost Centr	e 🔻	ltem	▼ Description	Ŧ	Quantity <b>Y</b>	Amount <b>Y</b>	Тах Туре▼ Тах и	Amount <b>Y</b>	Purchase A	ccount 🕇	
1	001			Purchase		0.00	1,000.00	GST7	70.00	8400 - Offic	e Expenses	
<												•
4	_					0.00	1,000.00		70.00			•

Page 56 of 72

#### 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).

Save 🛇 Ca	rchase Return - Incel	Add					Exchange Exchange				rom		×
o.	YYYYYY		Date	06/10/2021			GL Posting Date	06/1	0/2021	Ċ3			
riginating No.			Order Date	06/10/2021	E								
yment Term			Payment Date	06/10/2021			Payment Method						
ndor		•••											
rrency	USD	*	Rat	te 1,0000	4	Ex. Rate	e to SGD Currency	1.36	30	•			
mo													
TAIL OT	HER												
Add 🗱 De	lete												
Cost Cen		ription	Ť	Unit	Y Quantity	Ŧ	Unit Price	Ŧ	Amount		Ŧ	Dis Amo	×
1 001	and the second					0.00		0.0000	Turround.		0.00	P IS F ITT	
											0.00	,	
	<ul> <li>* 500</li> </ul>	<ul> <li>items per pi</li> </ul>	nge		_	0.00					0.00 1 -	1 of 1 iter	
UL OTH		<ul> <li>items per pi</li> </ul>	nge			0.00							
AIL OTH		<ul> <li>items per pl</li> </ul>	nge		Employee								
		▼ ttems per pa	nge		Employee Market								
ct Person		<ul> <li>Items per pa</li> </ul>	nge										
t Person		▼ ttems per pa	nge				10/2021	Ē					
ct Person ss r Note		▼ items per pr	nge		Market		10/2021	Ē					
ct Person		Rems per pr t Payable (SGD)			Market		10/2021	Ē					

✓ 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).

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Suppliers   Cn	edit Note - Add								rate run Rate mo		from	×
No. Customer	200202		Transaction Date	06/10/2021	6	/ '	GL Pi	osting Da	06/10/202	1	6	
Account ID Currency Memo	USD	•	Rate	1.0000			Ex. Rate to SG	D Curren	<b>cy</b> 1.3630		٠	
	"HER elete											
COLUMN TRACT		Account 🔻	Description	т	Amount	Ŧ	Так Туре	Ŧ	Tax Amount	Ŧ	Tax Account	17
1 001												
1 001											,	
1 001	▶ ¥ 500 ¥	items per pa	De.			0.00			1	0.00	1 - 1 of 1 iter	
4 14 ~ <b>()</b>	▶ ₩ 500 ▼ HER	items per pa	pe			0.00			4	0.00		
< N ~ <b>(</b> ]		items per pa	99			0.00				0.00		
1 DETAIL OTI Address Address 2		tems per pa	De.			0.00				0.00		
DETAIL OTI Address Address 2 Address 3		items per pa	pe			0.00				0.00		
DETAIL OTI Address 2 Address 3 Payment Type		items per pa	pe		Barik Account	0.00				0.00		
4 DETAIL OTI Address 2 Address 3		items per pa	ge		Bank Account Swift Code	0.00				0.00		

✓ 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:

	Supplie Save		hase Payment	- Add					ange rate ange Rat				×	
	Cost Cen	tre	YWYYY		Date		•	L Posting Dat	_		3			
	No. Supplier		DEMO03		DEMO03	06/10/2021	•	c Posting Dat	e 06/10/202					
	Address		DEWODS		DEMODS									
	Payment	Type												
	Payment						•	AP Accor	ant 3100 - Act	ount Pavab	le (USD)		•	
	Currency		USD	*	Ex Rate	1.0000		Ex Rate To S			•			
	Amount		0.00	•										
	Memo													
	Paid		<b>~</b>											
	1	Paid 🔻	No.		▼ Date ▼	Currency <b>T</b>	Foreign purchase	Purchase	¥ Ex.ra	te <b>T</b>	Foreign payment	۲	Pay	
Tick Paid to	1	2	500003		03/05/2021	USD	1,070.0	a	1.070.00	0.00		0.00	-	
choose invoices	2	<ul> <li>Image: A second s</li></ul>	\$00002		01/05/2021	USD	214.0	0	214.00	0.00		0.00		
													-	

✓ 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**:

Tran type		Bank credit						Currency		USD			Ex Rate.	1.0000		٠	
No.		PV2102002			Date.	02/01	/2021	Amount		428.00		Foreig	n Amount	0.00		٠	
Bank Account								AP Acco	int	3100		Account P	ayable (USD	0			
Customer		SUP001		Regus Ce	entre Co. Ltd.			Descript	on	Payment fo	or Oeaning	fees in Jan .	21 per inv#1	913/1196	4 dated	06	
Paid Y	Date		No.	Ŧ	Currency	Ŧ	Foreign purch		Purchase		Ex Rate	Ŧ	Foreign P	ayment	٣	Pay	m
Paid <b>T</b>		1/06/2021	No. 1913/1		Currency USD	Ŧ	Foreign purch	nase <b>▼</b> 428.00	Purchase	• <b>▼</b> 428.00	Ex Rate	<b>▼</b> 1,00000	Foreign P	ayment	<b>T</b> 0.00	-	/mi
						Ŧ	Foreign purch		Purchase		Ex Rate		Foreign P.	ayment		•	/mi •
8						Ŧ	Foreign purch		Purchase		Ex Rate		Foreign Pi	ayment		•	

- ✓ 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**

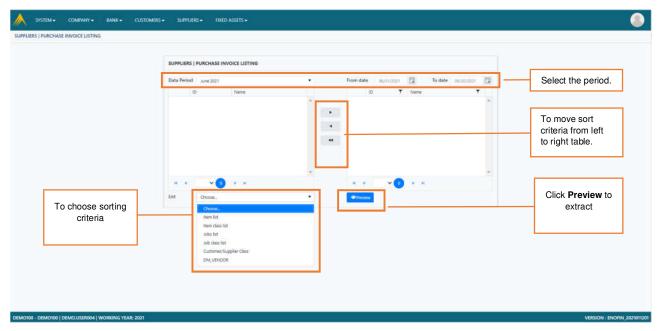
#### **1.Suppliers Reports**

Available Suppliers Reports are listed below:

Available Report Names	Where to find?
Purchase Invoice Listing	
Supplier Credit Details (With Foreign Currency)	
Supplier Credit Summary	
A/P Aging Details (with Cost Centers)	under Suppliers/Reports Module
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		WAT_INCOME_A
DEMO03	DEMO03			200.00	14.00	214.00	i.	
S00002	05/01/2021	DEMO03	Purchase	200.00	14.00	214.00	292	273
SUP001	Regus Cent	re Co. Ltd.		1,800.00	126.00	1,926.00		
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		
	Total			2,000.00	140.00	2,140.00	02	1)

#### 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:

1000000										
Data Period	May 2021		•		From date	05/01/20	21	To date	05/31/2021	Ē
5	D	Name				ID	▼ Name		T	
			-		1	DEMO03	DEMO03	1		
Г	Choose_			44						
	Account list									
	Jobs list									
	Job class list Customer/Sup	oplier Class								
14 A	DM_VENDOR				- 1961 - 94	1 🗸	<u>т</u> н н			
List	Choose				Previe	w				

✓ 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: U
			Ho	me Currency		Fo	reign Currenc	У
No.	Date	Description	Debit	Credit	Balance	Debit	Credit	Balance
DEMO03	DEMO03		214.00	214.00				-
		Opening balance						
S00002	05/01/2021	Purchase		200.00	200.00			
600002	05/01/2021	Purchase		14.00	214.00			
600002	05/01/2021	Purchase	200.00		14.00			
S00002	05/01/2021	Purchase	14.00					
		Closing balance						
	Total		214.00	214.00				

#### 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:

SUPPLIER	S   SUPPLIER CF	REDITOR SUMMARY									
								То	date 0	3/31/2021	
	ID	Name				ID	٣	Name		T	
			*		1	DEM003		DEMO03			*
					2	SUP001		Regus Centre (	Co. Ltd.		
				100							
				44							
				41							
				**							
			*	44							
ж. н		ж.н.	•	**	- <b>1</b>	4 1 1	Ý 🕚	Dec el			4
int int List	Choose.	E H	•	**	18 V		· 1	(F) H			4
	_	) R (R)	*	**			· 1	DE R			÷
	Choose		•	**			· 1	(16) H			. 4

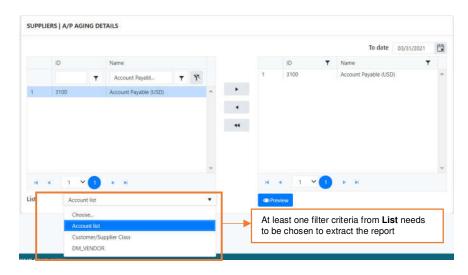
✓ Sample Preview of Supplier Credit Summary Report

	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_E
Total		

Page 62 of 72

#### 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

			DEMO	100						
		A/	P AGING	DETAIL	S					
			As of March	31, 2021						
									Cu	rrency: USD
			Closing b	alance			Oven	due		
No.	Date	Description	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			
500003	05/03/2021 Purcha	se		1,070.00	1,070.00	1,070.00				
500002	05/01/2021 Purcha	se		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			
210300002	06/03/2021			428.00	428.00	428.00				
PV2102001	01/02/2021 Payme inv#21	nt for Cleaning fees in Jan 21 per 01000001 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 to 31 D	Corporate Secretarial Services for 01 Jan 21 Jec 21		500,200.00	500.200.00	500,200.00				
SUP003	AYP Connect Pte I	Ltd		780.00	780.00	780.00				
INV-18000496		ent software subscription fee, JuzTalent re - 4 modules - 13 credits for period Jan 21 to		780.00	780.00	780.00				
	Total			502,692.00	502,692.00	502,478.00	214.00			

- 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:

#### Getting Started with enoFin<sup>™</sup> SUPPLIERS | A/P AGING DETAILS (WITH COST CENTRES) To date 03/31/2021 ID Name ID ۲ • . 44 H 4 ~ 8 N List Choose. • At least one filter criteria from List needs Account list to be chosen to extract the report Customer/Supplier Class DM\_VENDOR

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

									Cu	rrency: USI
			Closing b	alance			Over	due		
No.	Date	Description	Transaction Amount	Amount	Total	0-45	46-90	91-135	136-180	>180
001	Head Office			502,692.00	502,692.00	502,478.00	214.00			
DEMO03	DEMO03			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	Regus Centre Co. Lt	d.		428.00	428.00	428.00				
2101000001	06/01/2021			428.00	428.00		428.00			
PV2102001	01/02/2021 Payment Inv#2101	for Cleaning fees in Jan 21 per 000001 dated 06.01.21		(428.00)	(428.00)		(428.00)			
2103000002	06/03/2021			428.00	428.00	428.00				
SUP002	Pinnacle Business S	olutions Pte Ltd		500,200.00	500,200.00	500,200.00				
210383	20/03/2021 Annual C 31 Dec 2	orporate Secretarial Services for 01 Jan 21 to 1		500,200.00	500,200.00	500,200.00				
SUP003	AYP Connect Pte Lte	1		780.00	780.00	780.00				
INV-18000496	29/03/2021 JuzTalen 4 module	software subscription fee, JuzTalent software - s - 13 credits for period Jan 21 to Dec 21		780.00	780.00	780.00				
	Total			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:

To date         03/31/2021           ID         Y         Name         Y           I         I         III         IIII         IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	ID Y Name Y
•	
•	•
•	•
4	44
	*
@Preview	
K K V 0 > H	

✓ Sample Preview of A/P Aging Summary Report

		DEMO100 A/P AGING SUI Supplier List: A						
		As of March 31, 20	021					
								Currency: USD
					Ove	rdue		
Supplier ID	Supplier Name	<b>Closing balance</b>	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				
Tota		502,692.00	502,692.00	502,478.00	214.00			

#### 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:

#### Getting Started with enoFin<sup>™</sup> SUPPLIERS | PAYMENT DETAIL JOURNAL Data Period January 2021 From date 01/01/2021 To date 01/31/2021 • ID ID 🝸 Name Name ٣ . . 44 14 4 ~ **F H** H 4 ~ List Choose . At least one filter criteria from List needs Account list to be chosen to extract the report Customer/Supplier List Customer/Supplier Class

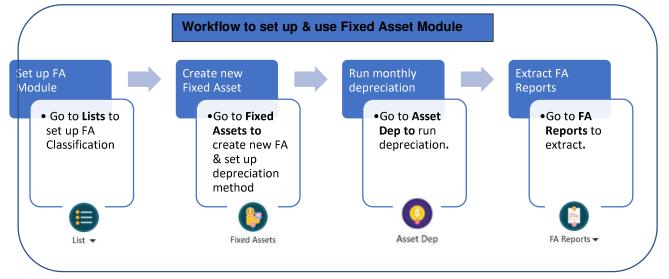
✓ Sample Preview of Payment Detail Journal Report

			Ρ		ENT D ount: 3100- Custon	Account Paner/Supplie	JOU	RNAL						
					1	May 2021								
													Curre	ancy: USD
			Purchase							Payme	int		Bala	nce
No.	Date		Description	Cur	Transactio n Amount	Amount	Gain/Loss Adj	No	Date	Cur	Transaction Amount	Amount	Transaction Amount	Amount
DEMO03	DEMO03				C antenneterieteri	1,284.00					an anathradian	214.00		1,070.00
500002	05/01/2021	Purchase		USD		214.00						214.00		
						214.00								
								PV01	01/05/2021	USD		214.00		
500003	05/03/2021	Purchase		USD		1,070.00								1,070.00
						1,070.00								
SUP001	Regus Cent	re Co. Lid.				2,354.00						1,926.00		428.00
1913/11933	05/01/2021			USD		1,070.00						1,070.00		
						1,070.00								
								PV2101001	06/01/2021	USD		1,070.00		
1913/11964	06/01/2021			USD		428.00						428.00		
						428.00								
								PV2102002	01/02/2021	USD		428.00		
2101000001	06/01/2021			USD		428.00								428.00
						428.00								

# Getting Started with enoFin™

### H. FIXED ASSETS MODULE

Fixed Assets (FA) Module helps your business to manage ver 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...)

FA Class	to manage separate classes				
	of fixed assets			<b>(9)</b>	
FA Source	to separate sources of fixed	List 🗸	Fixed Assets	Asset De	p FA Reports -
	assets such as projects & cost				
	centers	FA Class			
FA Operation	to indicate the increase /	🗐 FA Sourc	e	7	Tran Date
	decrease of FA	🛑 FA Opera	ation		
FA Status	status of FA	🕞 FA Statu	S		

- i. How to set up FA Class
- ✓ Select Add under Fixed Assets/FA Class function will open a new window.

Fixed Assets   FA Class - Add		×
Save 🛇 Cancel		
Class ID FA Class Name	Active 🗸	

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.

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

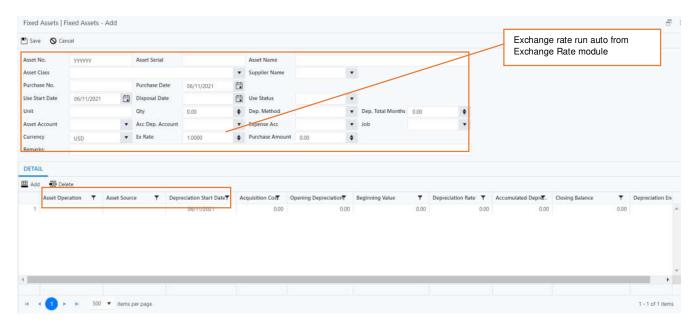
Similar to FA Class, user is able to add/save/edit for Job class/Job/Markets/Payment terms should you want to keep track by more details criteria towards Fixed Assets.

#### 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:

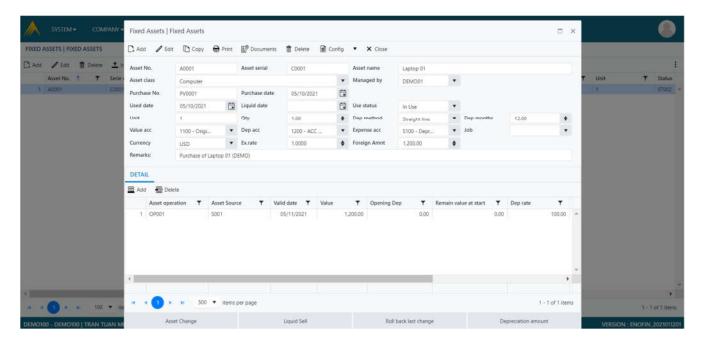
#### (Acquisition Cost/ Dep Total Months)/ Actual Days of month \* Actual Used Days

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

<u>Demo Case</u>: 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:



#### **IV. Run Monthly Depreciation**

1. How to run auto-depreciation feature

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

							Getting Started w	ith enoF
					******		A	
SYSTEM	BANK	SUPPLIERS -	FIXED ASSETS -					(
(ED ASSETS   ASSET DEP								
Refresh 😰 Excel								
ta Period January 2021	From Date 01/01/2021	To Date	01/31/2021	Search			Calculate Depreciation	1 Remove All
Day Start 🝸 Day End 🍸 🔇	Cost Center 🔻 Asset No. 🤊	Description			▼ Asset cla	ss 🝸 Asset Source	🕈 Account 🍸 Contra a	cc 🝸 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

<u>Demo Case:</u> 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.

	SYSTEM -	COMPANY +	BANK <del>-</del>	CUSTOMERS -	SUPPLIERS -	FIXED ASSETS -											
FIXED A	ASSETS   ASSET I	DEP															
C Refres	sh 😰 Excel																1
Data Pe	riod May 2021		• From	Date 05/01/2021	To Date	05/21/2021	Search				Ī	Calculate D	epreck	ation	ß	Remove All	
	Day Start 🛛 🕈	Day End 🔻	Cost Center	T Asset No. T				Asset class	۲	Asset Source	٣	Account	٣	Contra acc	۲	Amount	7
	05/01/2023	05/31/2021		A0001	Laptop 01			001		5001		1200		5100			
																	* 7

## V. Extracting Fixed Assets Reports

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

#### 1. Fixed Assets Journal Report

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

🙏 system 🕶 company 🕶	BANK + CUSTOMERS + SUPPLIERS + FIDED ASSETS +	9
IXED ASSETS   FIXED ASSETS JOURNAL		
	FIXED ASSETS   FIXED ASSETS JOURNAL	
	Data Period         May 2021         To date         05/01/2021         To date	Select the period
		To move sort criteria from left to right table
To choose sorting criteria	Account list Asset Class List Asset Source List Jobs list	
	Idiat     Customer/Supplier List       List     Choose	
	Click <b>Preview</b> to extract	
MO100 - DEMO100   DEMO.USER001   V	NORKING YEAR: 2021	VERSION : ENOFIN_20210

✓ Sample Preview of Fixed Assets Journal Report

DEMO100
FIXED ASSETS JOURNAL
Account: All
Asset Class: All
Asset Source: All
May 2021

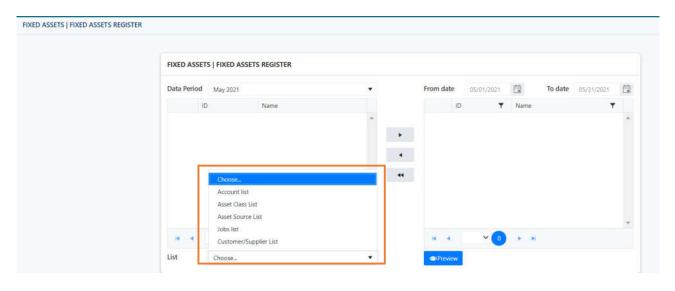
Currency: USD

No. Date				Asset Source		Co	st		A	cumulated	Net Book Value			
	Date	Asset No	Asset Name		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
		Total				8,537.00		8,537.00	ii ii	218.34		218.34		8,318.66

Currency USD

#### 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



																Currency. 000
No.							Cost	i i				Deprecicati	on		Not I	look Value
	Purchase Date	Asset Name	Purchase Amount	Ex Rate	Currency	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 Deprecitation	Written off/ Disposal	Balance as at 31 May 2021	Balance as at 01 May 2021	Balance as at 31 May 2021
001	Furniture & Fitt	ings	1,200.00				1,200.00		1,200.00		100.00	100.00		100.00	6	1,100.00
A0001	10/05/2021	Laptop 01	1,200.00	1.0000	USD		1,200.00		1,200.00		100.00	100.00		100.00		1,100.00
002	IT Equipment		10,000.00				7,337.00		7,337.00		118.34	118.34		118.34		7,218.66
FA0001	26/05/2021	Asset Name	10,000.00	0.7337	SGD		7,337.00		7,337.00		118.34	118.34		118.34		7,218.66
	Total		11,200.00	1,-1,-1,-1,-1			8,537.00	8	8,537.00		218.34	218.34		218.34	8	8,318.66