HY ACCOUNTING SYSTEM USER MANUAL VERSION 2.0

Dated: 01 September 2014

1.0 Introduction

Welcome to use the HY Accounting System. The HY Accounting System is help to SME to solve the daily operation on their business. It is special design for Mac Computer to use. HY Accounting Lite and HY Accounting Standard is for single user. HY Accounting Professional is designed for Mac Server and run on PostgreSQL Database.

2.0 Installation

2.1 HY Accounting Lite

You can buy/download from Mac App store and will be auto-install. The system will auto-create the database.

2.2 HY Accounting Standard

You need contact to us for buy this software. The system will auto-create the database.

2.3 HY Accounting Professional

You need contact to us for software and migrate the database to Mac OS X PostgreSQL database server.

After installation is completed, you will see the HY Accounting in Application folder.

3.0 Setup the Company

After execute the software, it will only have the company code 'ZZZ – System Maintenance'. You can use the default administrative account to login. The username is 'admin' and password is 'hysystem'.
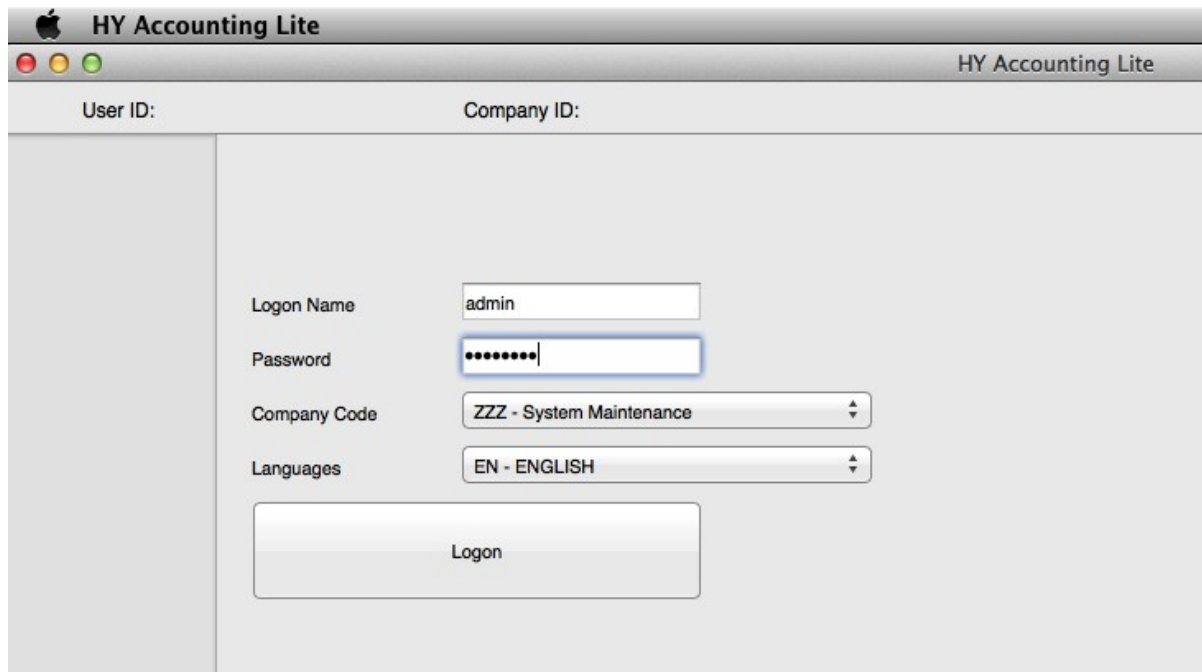
After logon the system, they have three option, this will have 'Setup Company', 'Delete Company' and 'Demo Company'. If you are first time to use the HY Accounting System, we would recommend to generate the 'Demo company' to learn about the function.
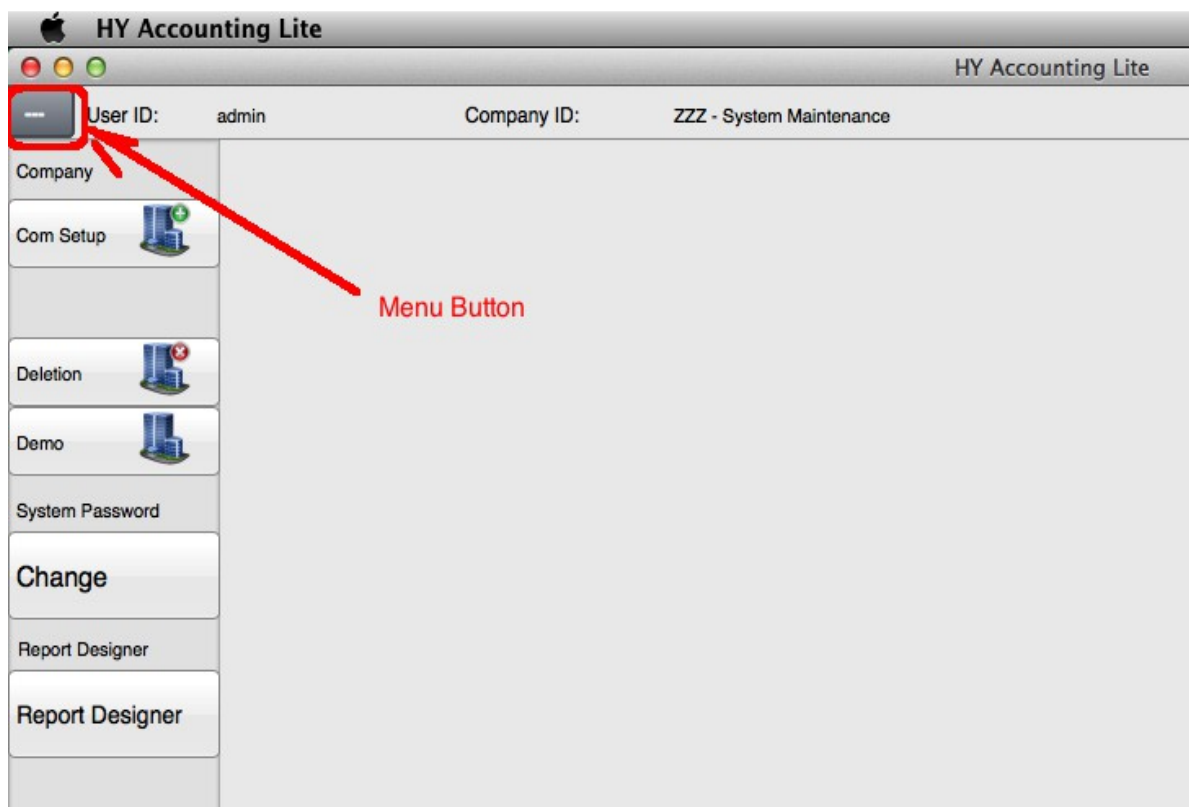
3.1 Setup Company

Step 1 : Company Setup

Press the 'Com Setup', the Company Setup Wizard will popup, you will need to input the company basic information in the 'Step 1'. The below point need to attention.

The company code must be three characters.
The currency must be currency ISO standard
The Languages field is for system default languages
The administrative password is for the 'admin' username and ONLY for this company.

Step 2: Business Nature Config

In the screen, you can define some Accounting setting. The below point need to take care:

In the company chart of account, you can select the blank (XXX) and the system default chart of account.

In the Retain Earning, the system is show the default, but those setting can change in later in the 'Parameter' function.

Step 3: Accounting Period

In the screen, you can define some Accounting Period. In this function, the fiscal period must be yearly. The example is in below:

01 Jan 2014 – 31 Dec 2014
01 Apr 2014 – 31 Mar 2015

In the Period, it is flexible to setup. You can create the Accounting Fiscal is in non-Monthly basis.

In the status field, O – Open Period / C – Close period
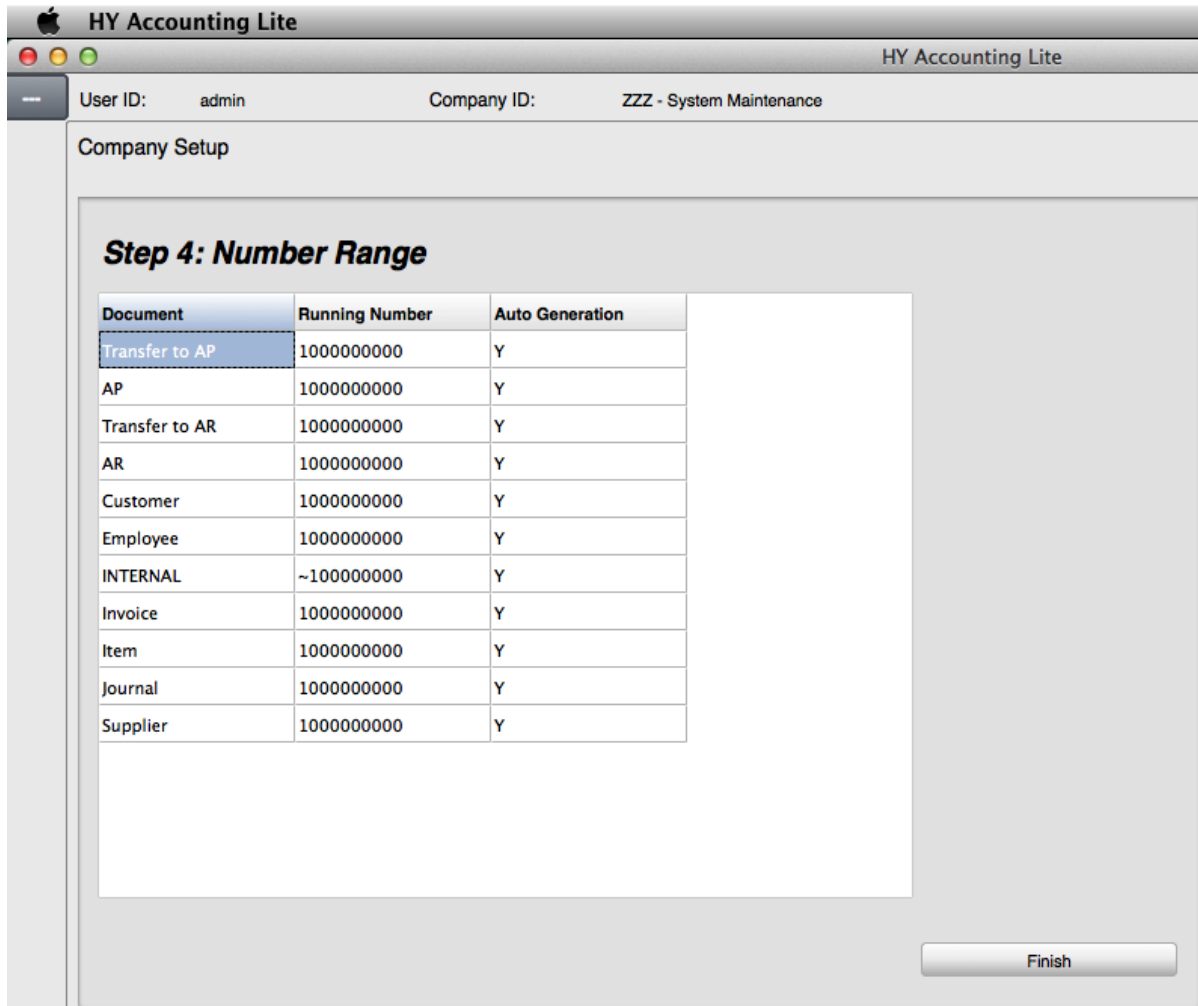
Step 4: Document Number Range

You can define the Document Number Range in this screen to decide that which document number will auto-generate by system.

After press the 'Finish', the new company will be create. The system is supported xxxxxx/xx format.

3.2 Company Deletion

If you want to remove the company accounting from database, input the company code and type 'CONFIRM' to confirm.
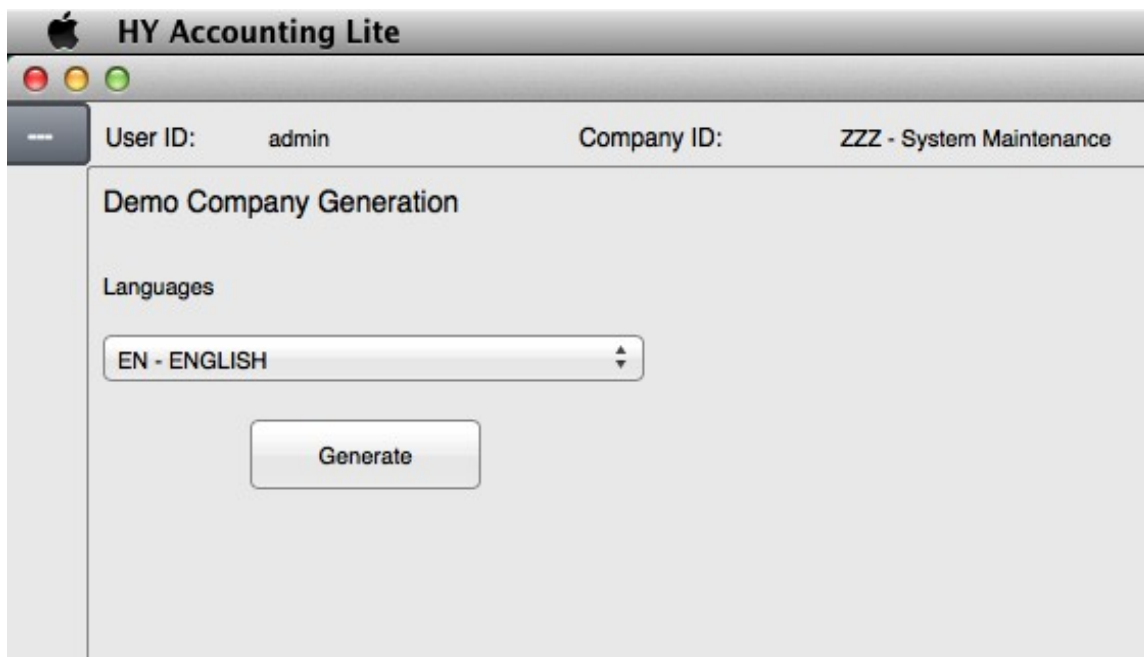
WARNING : DELETED COMPANY CANNOT TO RETRIEVE THE DATA, PLEASE CAREFULLY TO USE THIS FUNCTION.
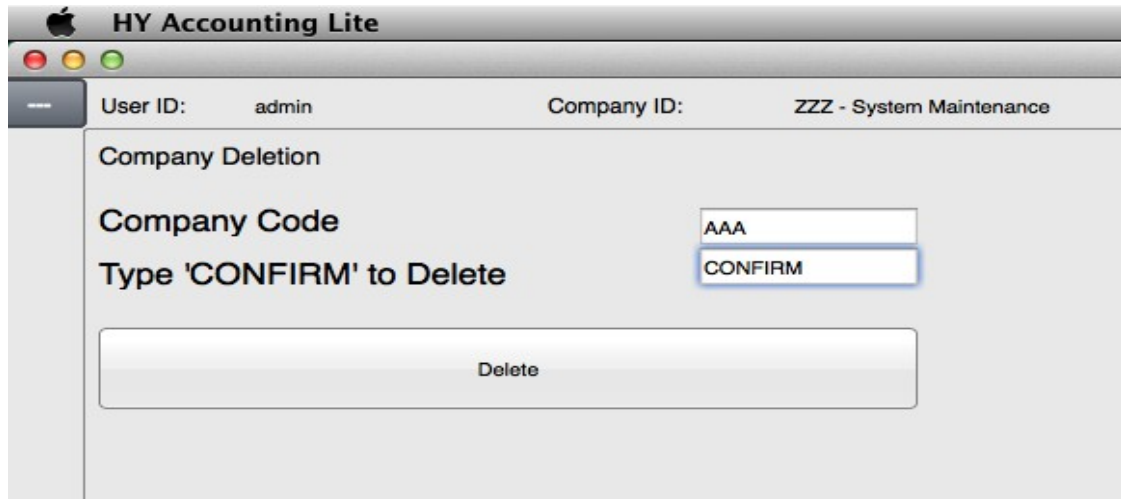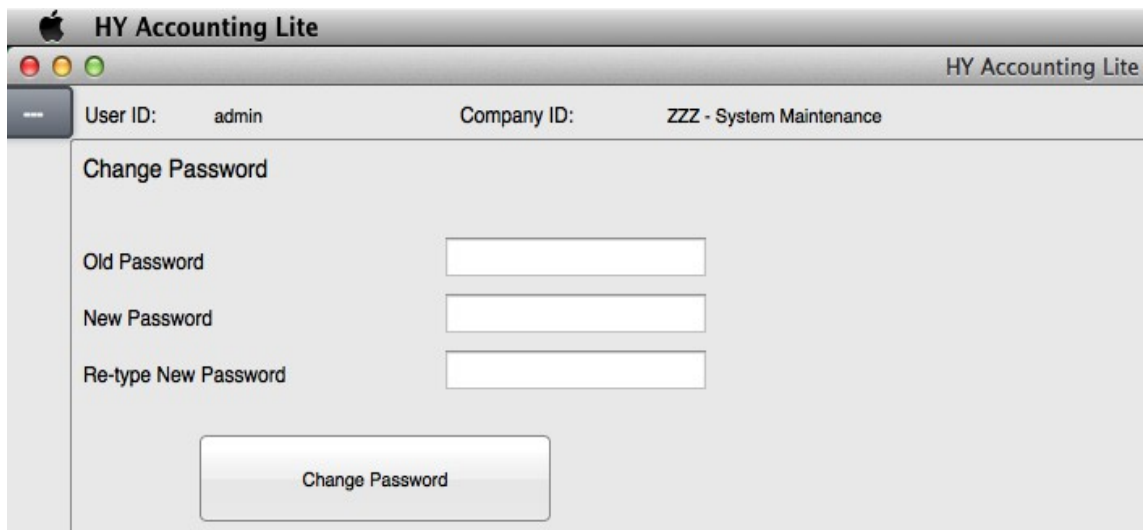

3.3 Demo Company Setup

If you want to try or learn about the system firstly, you can use this function to generate the demo company.

The system have the English (DEN), Simplified Chinese (DZH) and Traditional Chinese demo company (DZF).
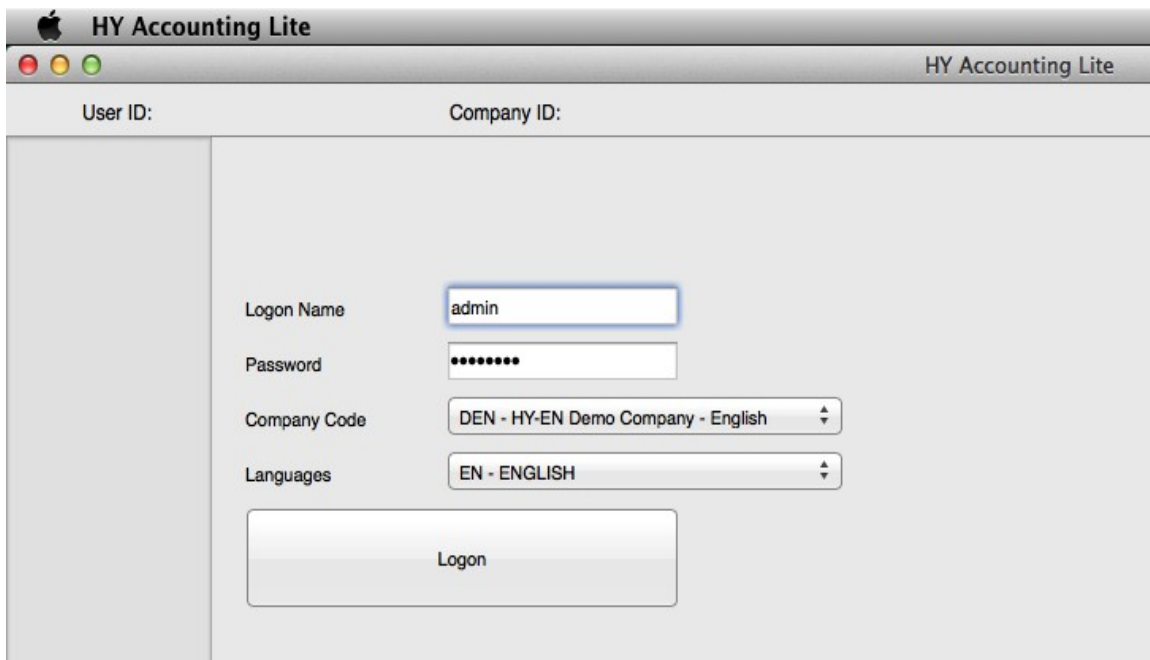
3.4 System Maintenance Administrative password

Press the 'Change System Password' to change the system maintenance account password. Please keep this password in the safe place for the administrative control.
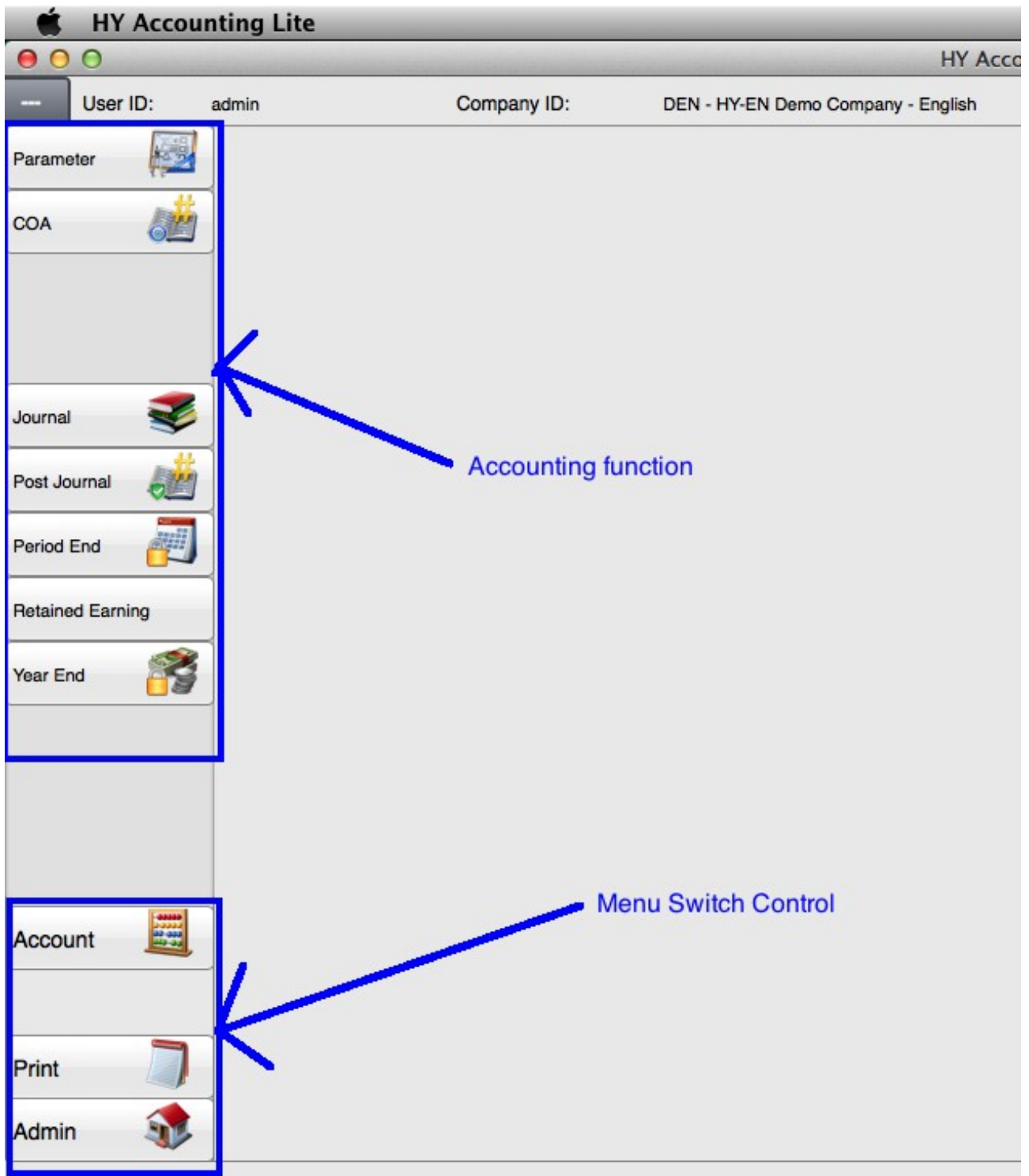

4.0 Start to use

In the Application folder, start to use the HY Accounting System. In the logon screen, you can input the username, password, company and languages to logon the system.

After logon, the users may access the four division which are Accounting, Trading (Standard/Professional version only) , Print and Admin.

5.0 Accounting
In the Accounting Sub-system, it is designed for Accounting Person to use.

5.1 Parameter
This can ONLY to access by 'admin' users. In the Parameter function, admin person can modify the company information, change the number range, Fiscal period maintenance and Accounting parameter.

5.2 COA – Chart of Account

This is for Chart of Account Maintenance. In the First Character of the Account code must between in '1' and '6'. Between '1' and '3' are the balance sheet item. Between '4' and '6' are the Profit and Loss item. In the COA maintenance, the below fields need to input:

Type – This is a Master / Detail Account. The Master Account is for report to summarize up from the child account. In the Journal entry, The Master Account cannot to operation.
Sign - This is the Debit / Credit side of this account.
Local Name – Account Name in Local Languages
English Name – Account Name in English
Remark – Some Remark is in here

5.3 Journal
In this function, you can input the Account Journal on the Financial Daily operation. In this function, the number can be user define or system generated. It is depend on the the administrate setting.

The below fields is involved the Journal operation:
Date – This is the Journal Date. If the Accounting Period is close 'C' or post 'P'. This journal cannot to save.
Particular (Local) / Header – This is for Journal Description in Local Languages
Particular (English) / Header – This is for Journal Description in English Languages
Account Code – It can be manual input or select by Pop up Menu.
Description – It will show from COA description in Local Languages.
Debit – Debit Amount
Credit – Credit Amount
Particular (Local) / Line Item – This is for Journal Description in Local Languages
Particular (English) / Line Item – This is for Journal Description in English Languages
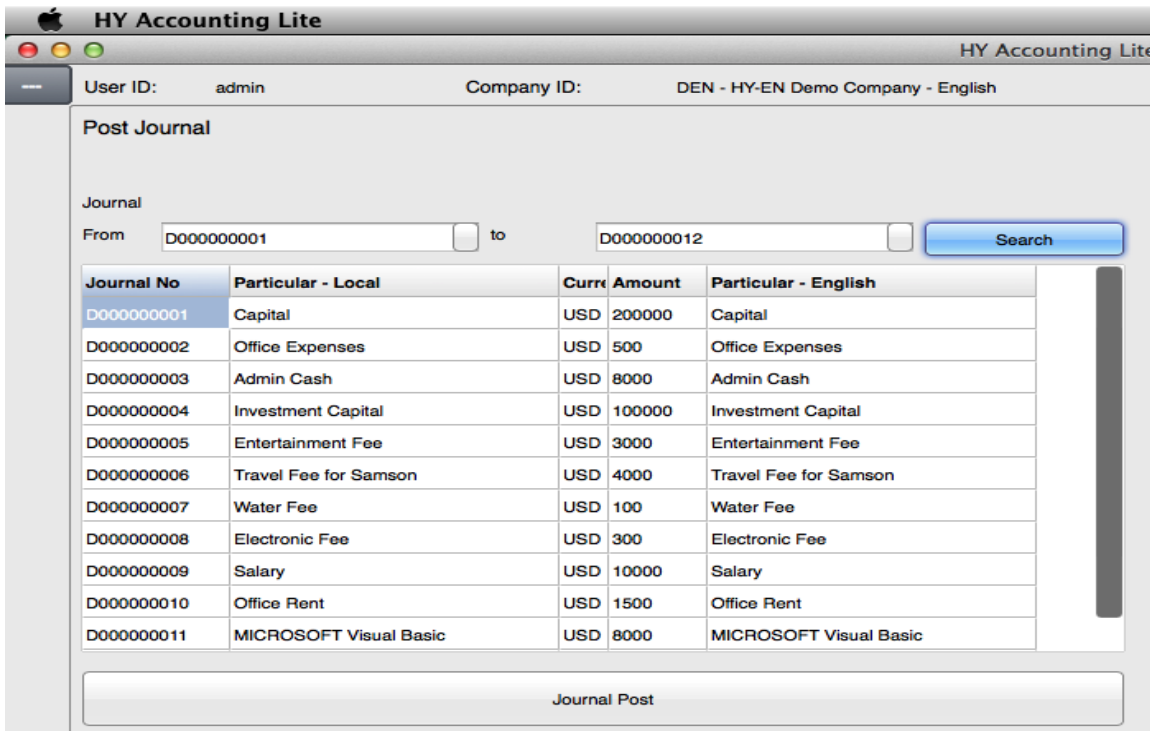
If the Debit and Credit side are not balance. This system will stop to save. On the other hands, Posted Journal cannot modify and delete.

5.4 Post Journal

This function is for posted the journal. Posted journal cannot to modify and delete. Before to do the period end, all Journal must be posted. Otherwise, the system will raise the error.


5.5 Retained Earning
This function is for Profit and Loss account items move to retained Earning account. Some Country must move the Profit and Loss account items in Monthly basis.

For the system flexibility, user can manual select group of Profit and Loss account move the retained earning account. After generated the transaction, you can manual modify the Retained Earning transaction on some minor change. All Retained Earning will use "~" prefix to classify the transaction.
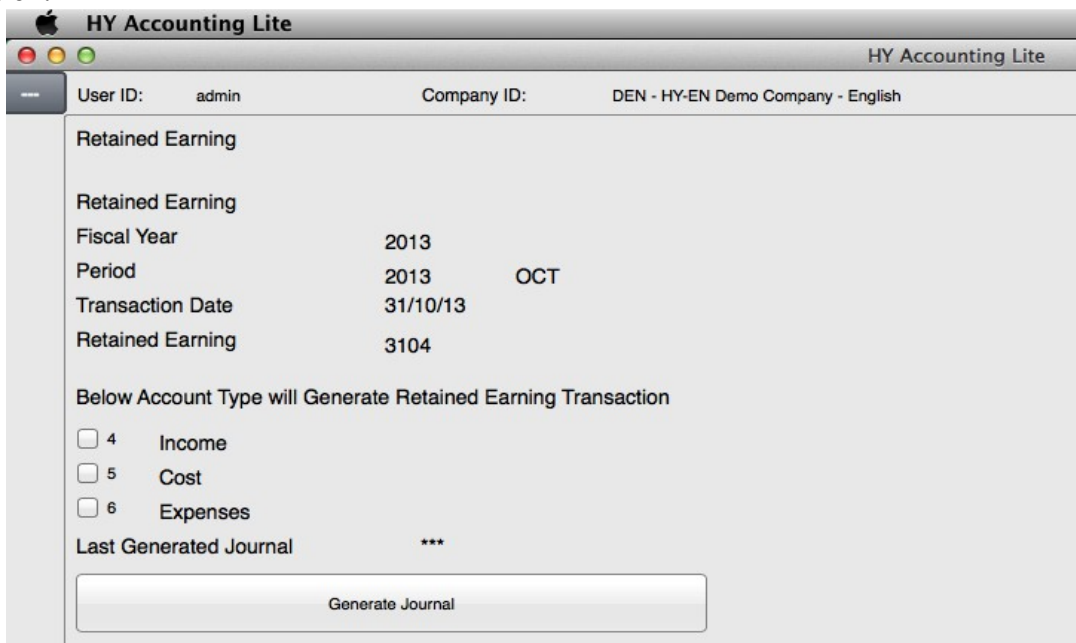
5.6 Period End
This function is to do Period end for Journal to frozen the journal transactions and will summarize the COA Master account type balance for the reporting purpose
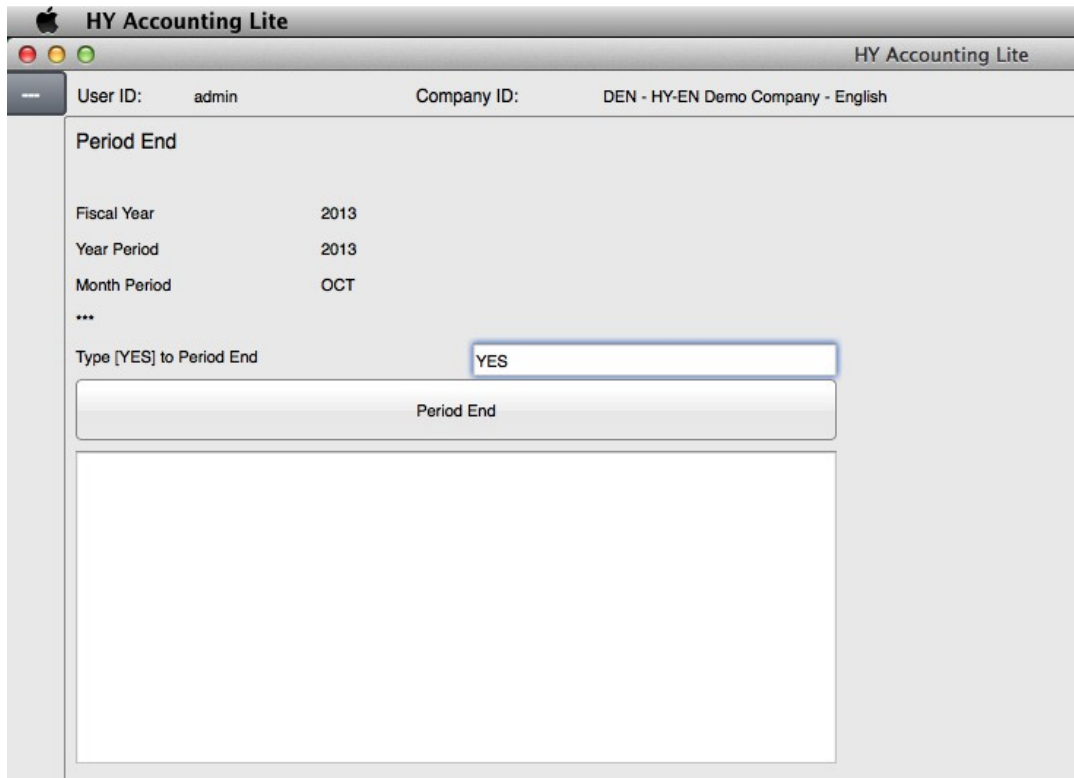

5.7 Year End
This function is to do Year End for Journal to frozen the all transactions in that fiscal year and will summarize the COA Master and Detail account type balance for the reporting purpose.
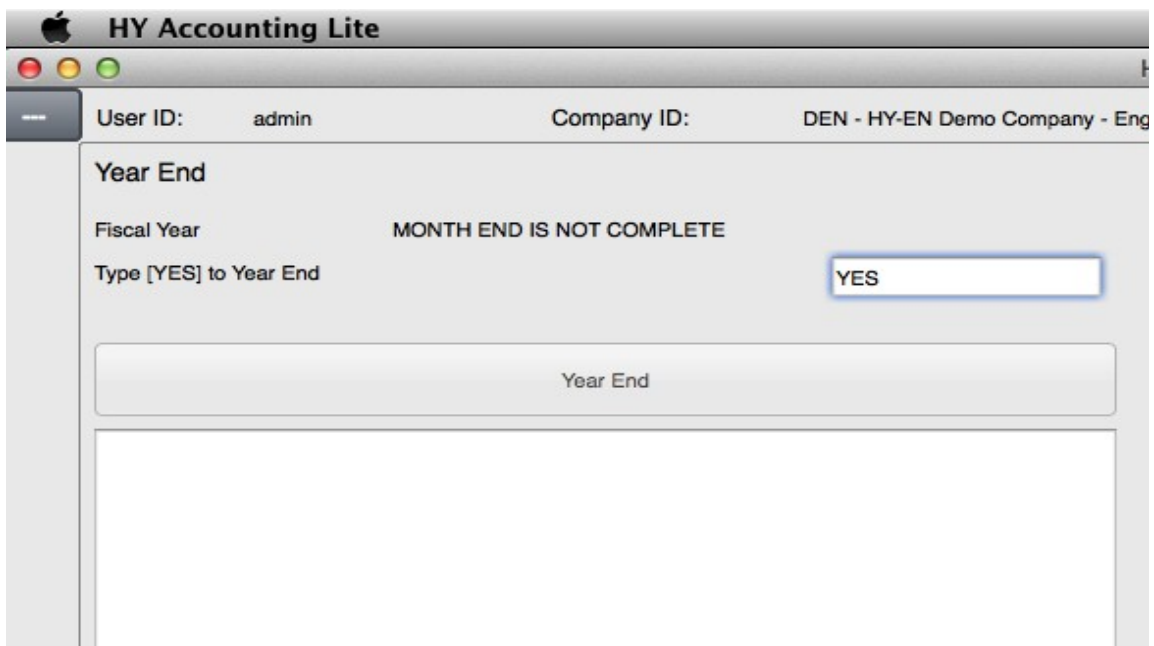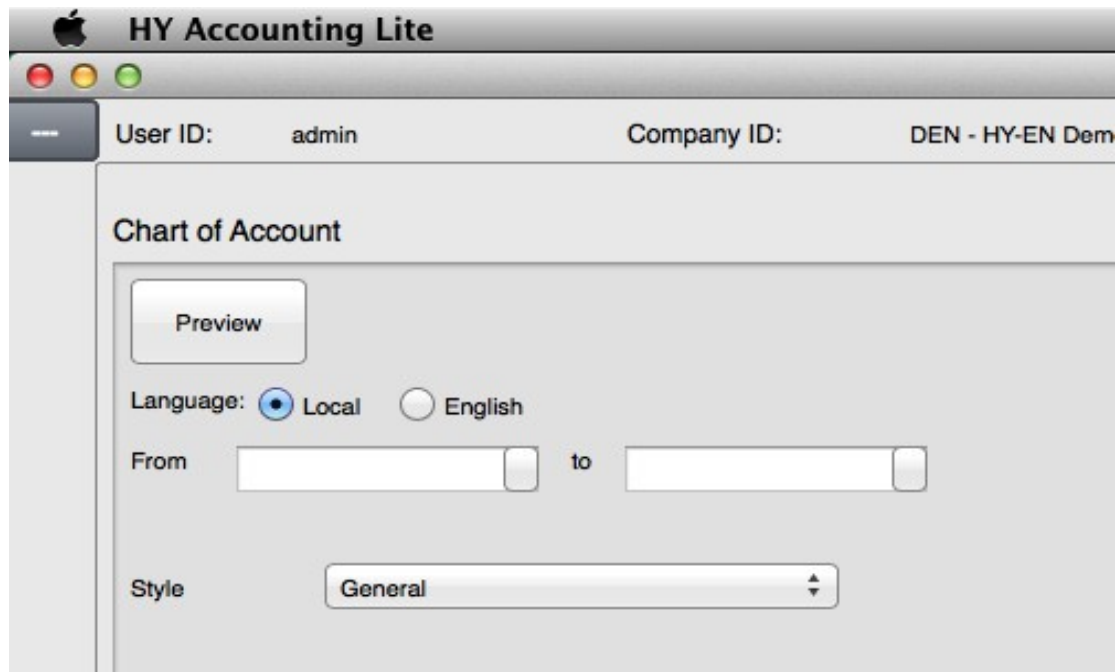
6.0 Print

This is for User to print out report and Journal for the daily operation. Most of print function have the languages selection. In the "Style" combo box, it will show the different format to choice. If the report item have "#' in the last character. This report is made by report writer.
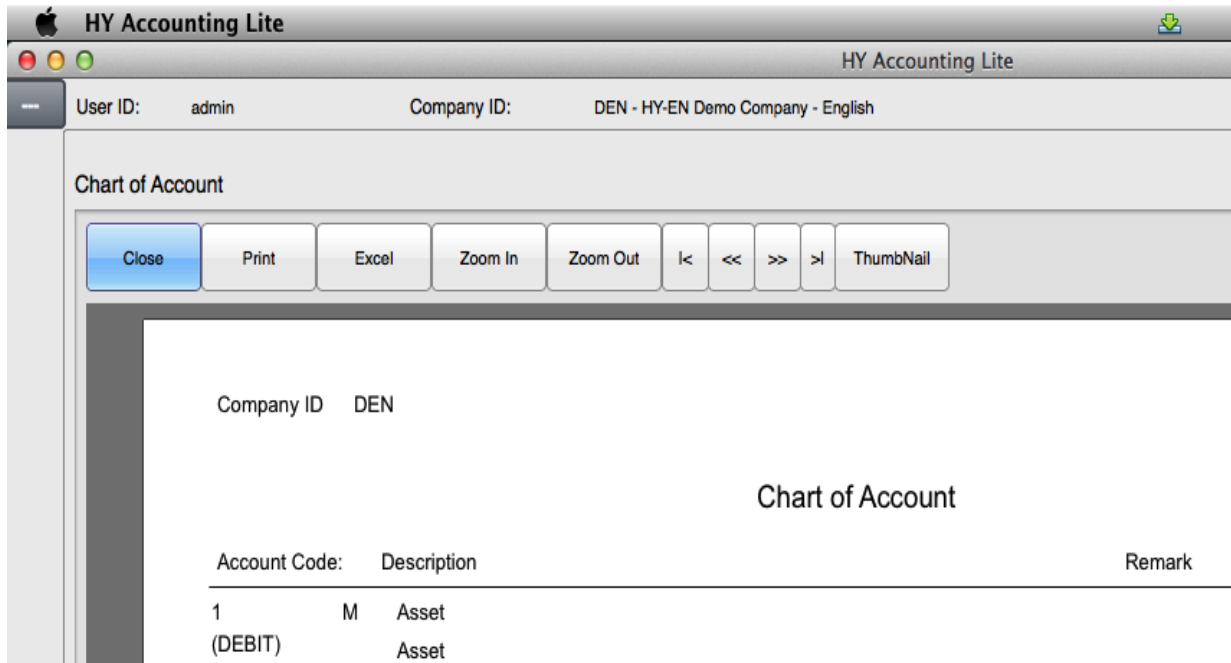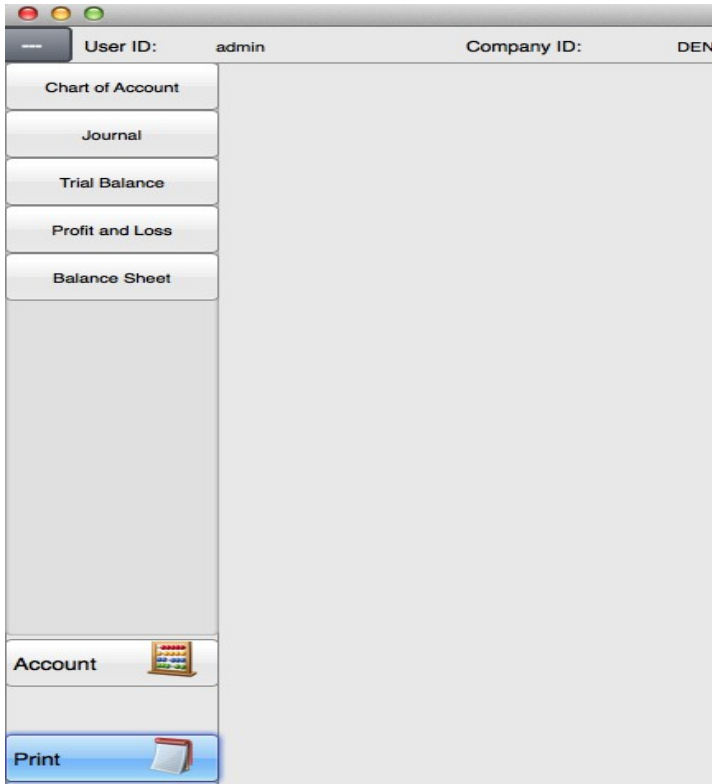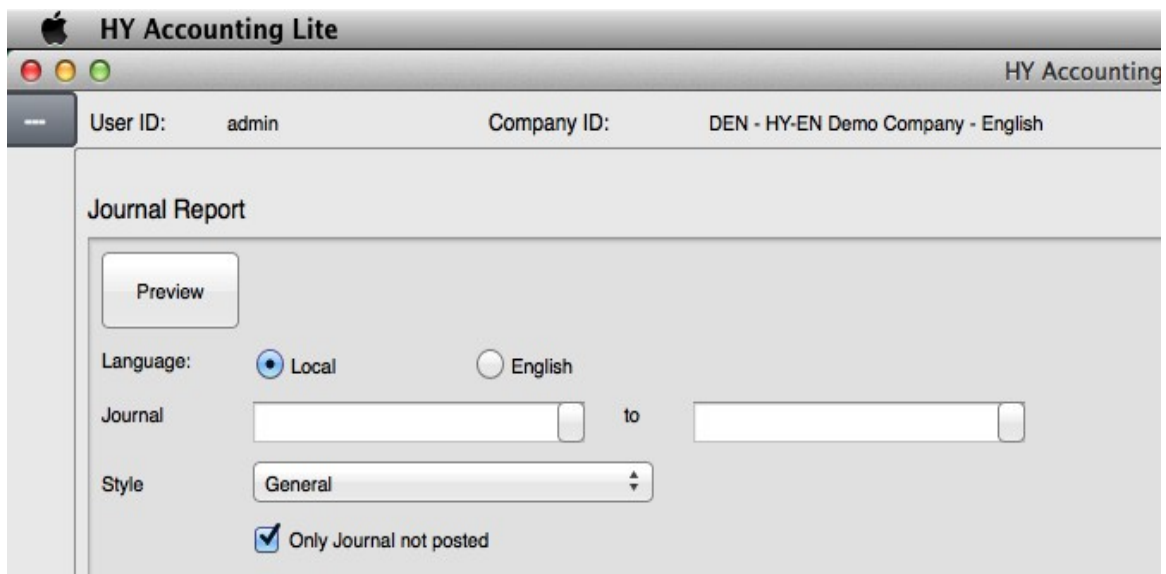
6.1 Chart of Account

This function is for print the Chart of Account. This function will print out local description and English Description

6.2 Journal

This function is for print Accounting Journal for checking, filing and approved propose.
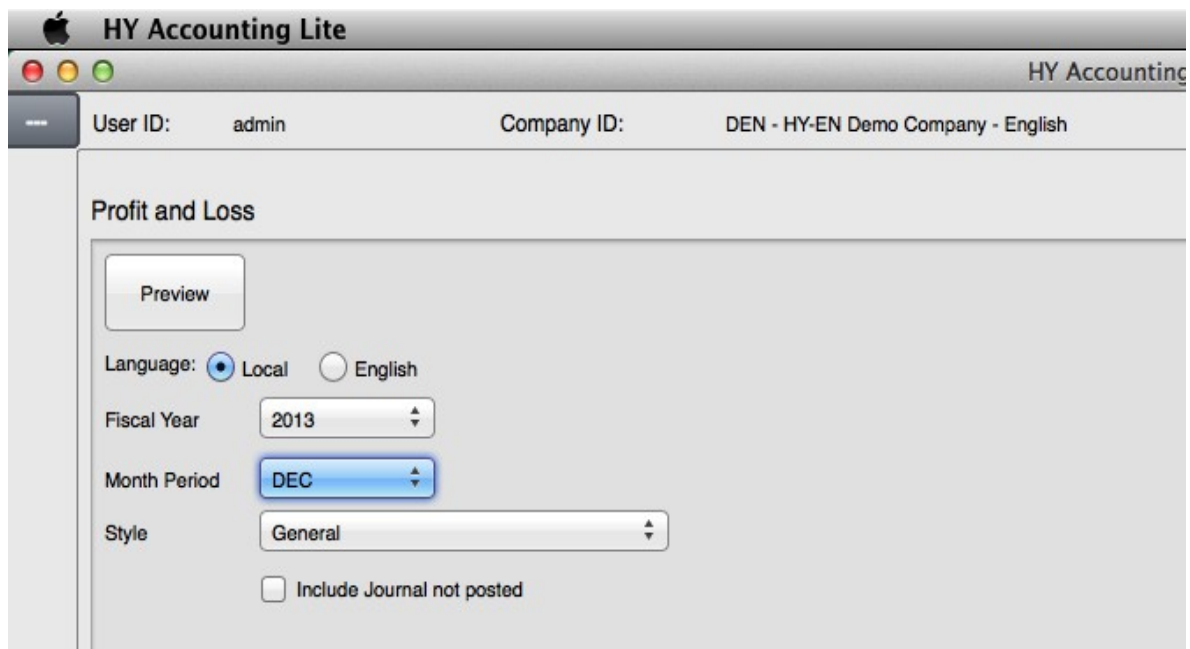
6.3 Trial Balance
This function is for user to print the trial balance. It is for before to do the period end.
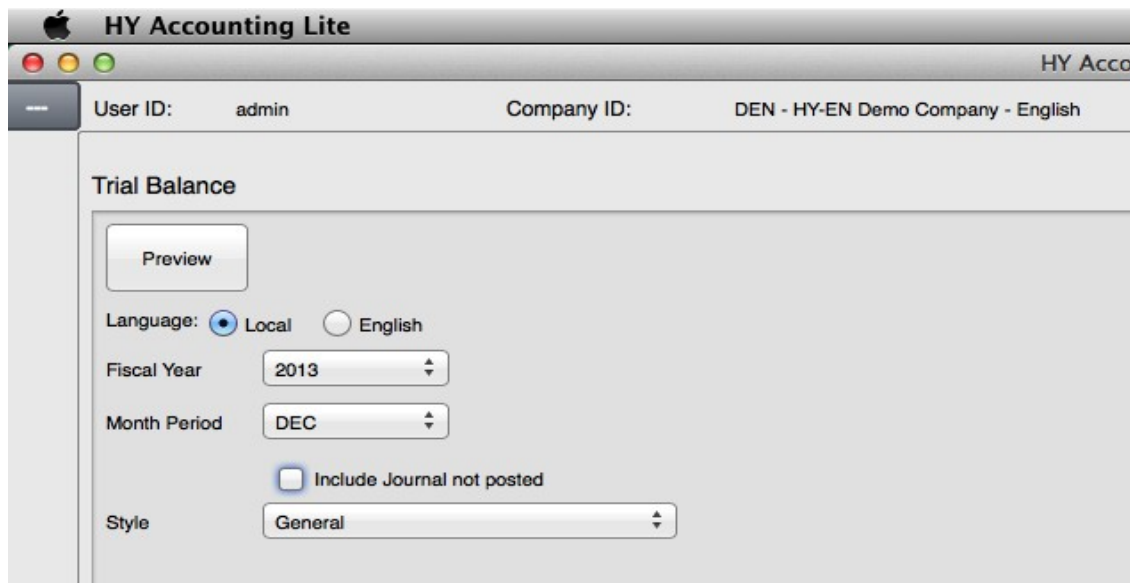

6.4 Profit and Loss
This function is for Profit and Loss Account report. This will NOT included the Retained earning item.

6.5 Balance Sheet

This function is for Balance Sheet report.

Hint: In the processing the Retain Earning, please generate firstly and tick the 'Include Journal not posted' to preview the balance sheet. After posted the Retain Earning Journal. It cannot be made a change.
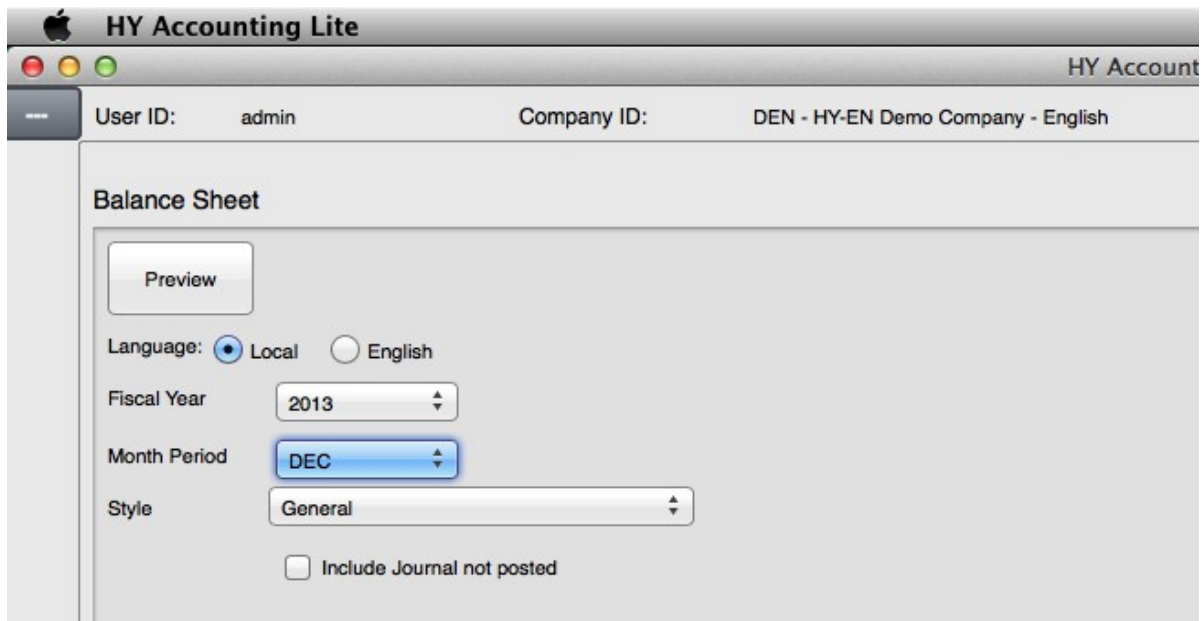

6.6 Report Designer

This function is for user to modify the existing reports which is provided by system to suit for different requirement. In the company selection, select the "System maintenance" and logon to use the Report Designer. You must have some basic knowledge in the database to use this report designer. After select the Report Designer, you can see the following screen:
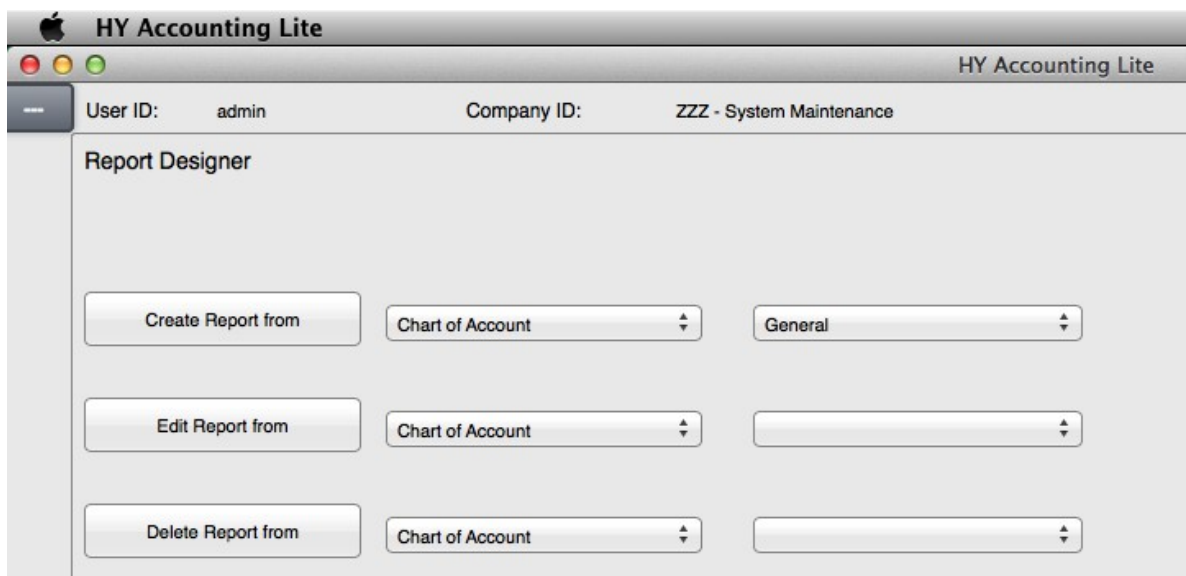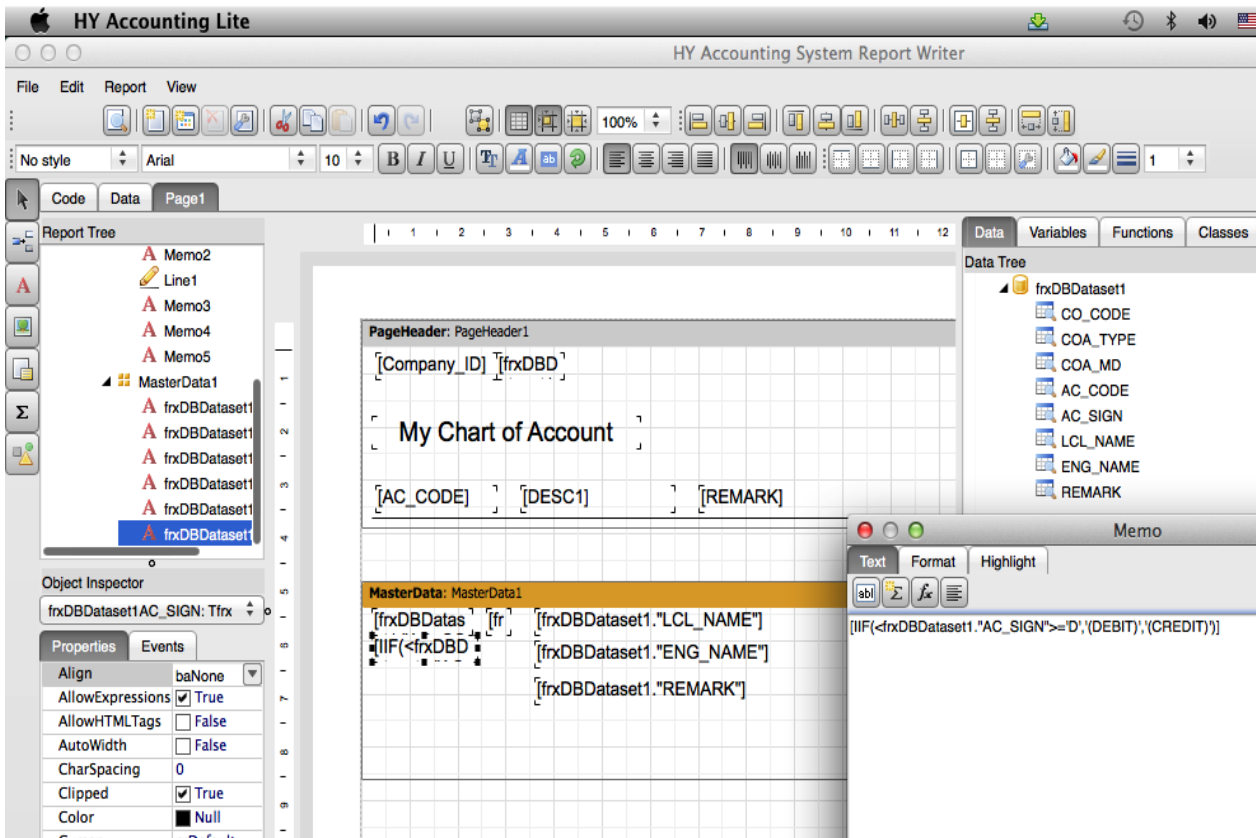

a. Create Report from – Copy report to modify the existing report
b. Edit Report from – modify the created report from users
c. Delete Report from – Delete user defined report

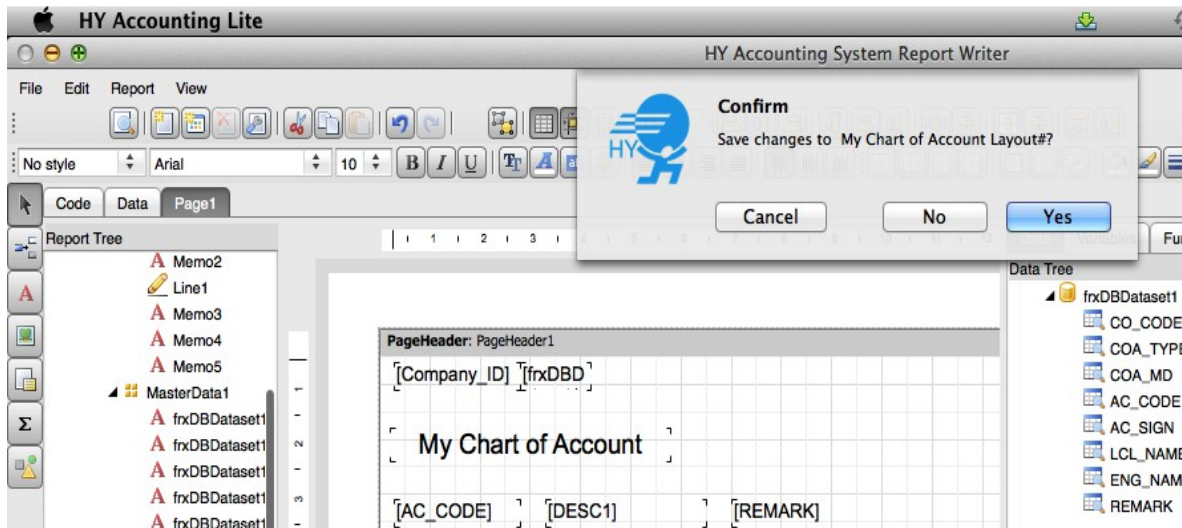In the Create Report, the procedure is in follow:

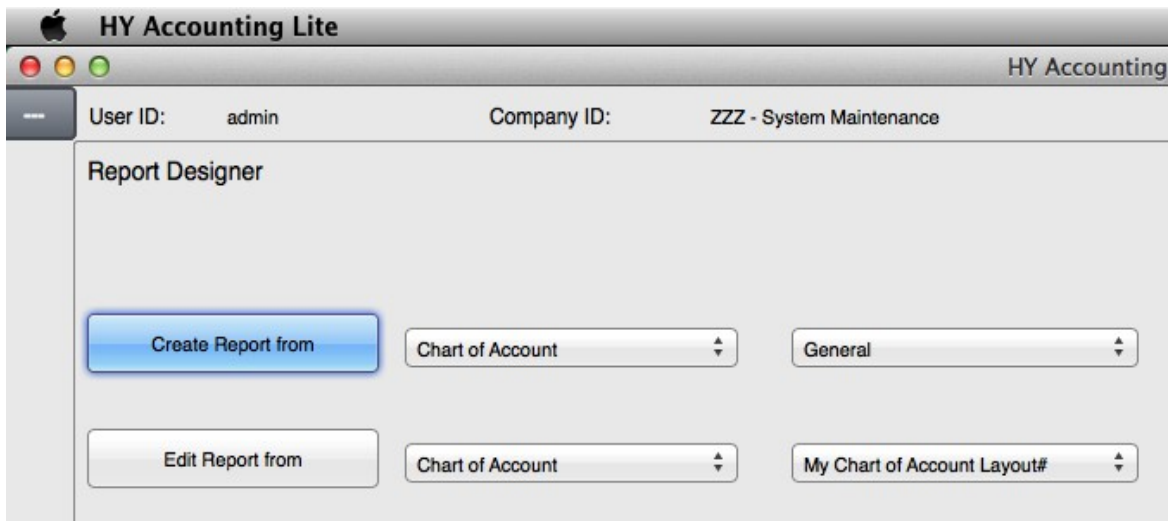Step 1: Select the Report Group, Type and assign the Report Name:
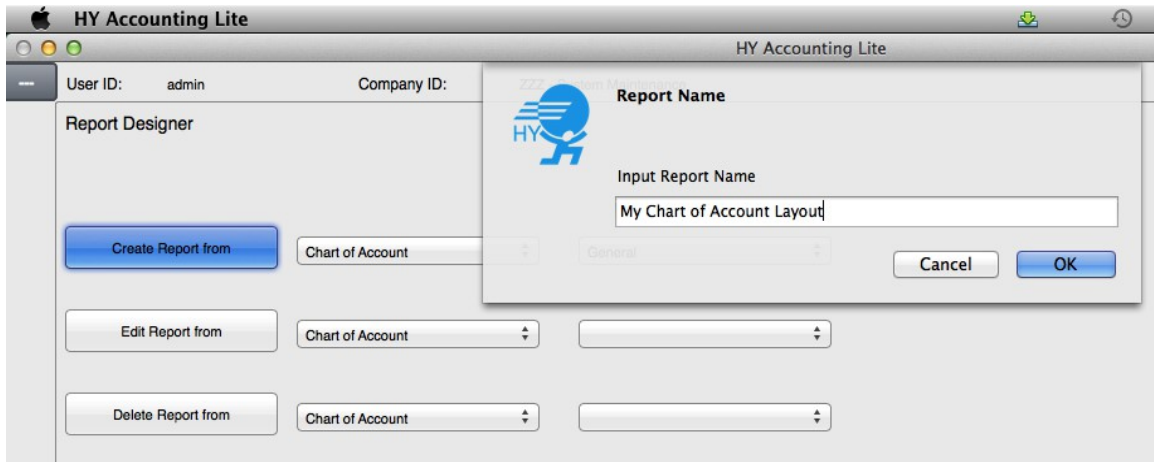
Step 2: Start to modify the report which is you want in (WYSIWYG) environment:
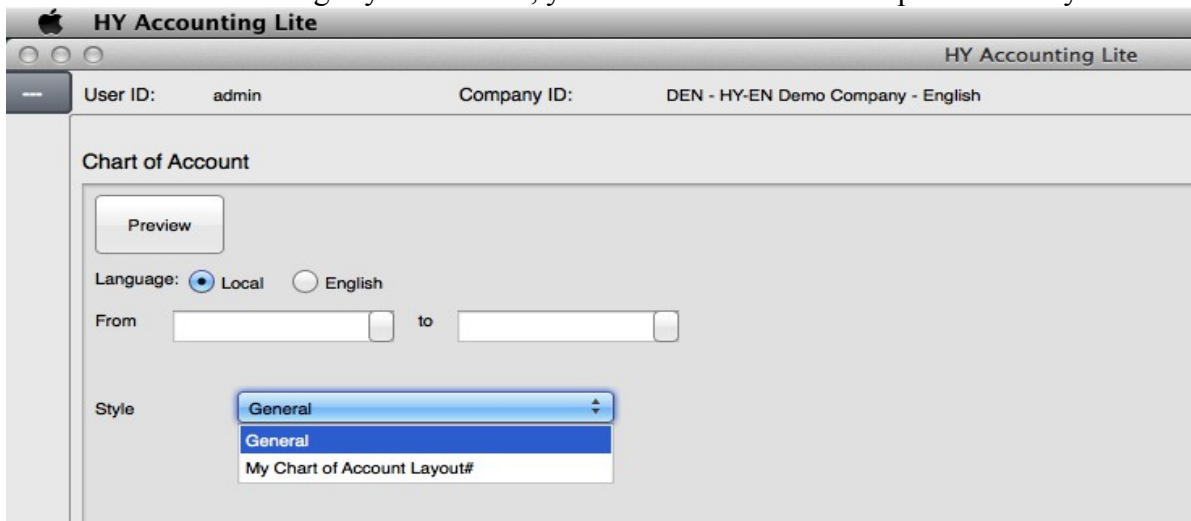
Step 3: Press the Windows close (red dot) button to save report
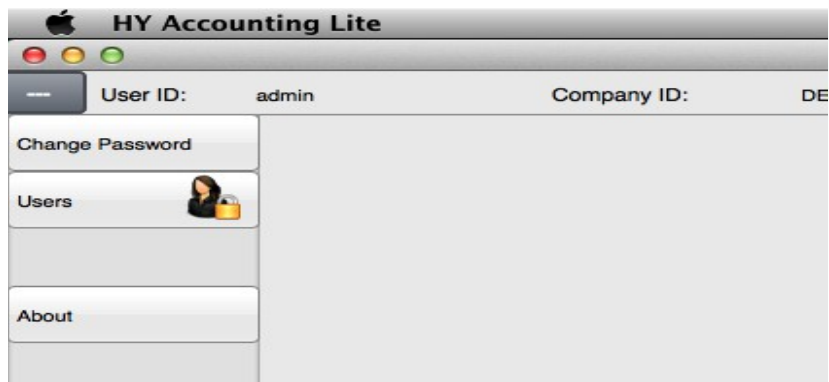

Step 4: Complete

In the Chart of Accounting Style Selection, you can see the new form option in the system
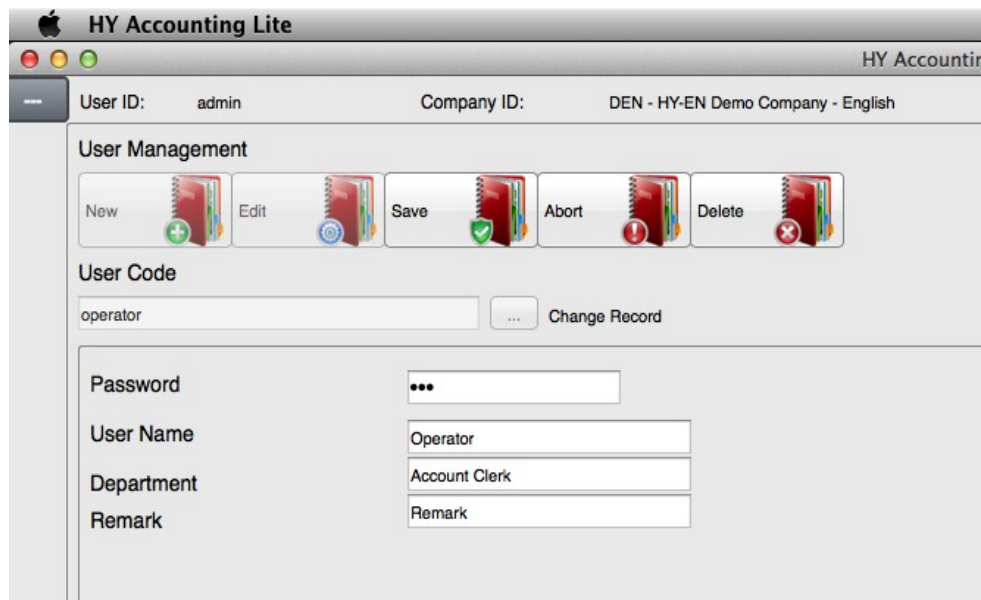
7.0 Admin

This function is for create user and change the password by users.
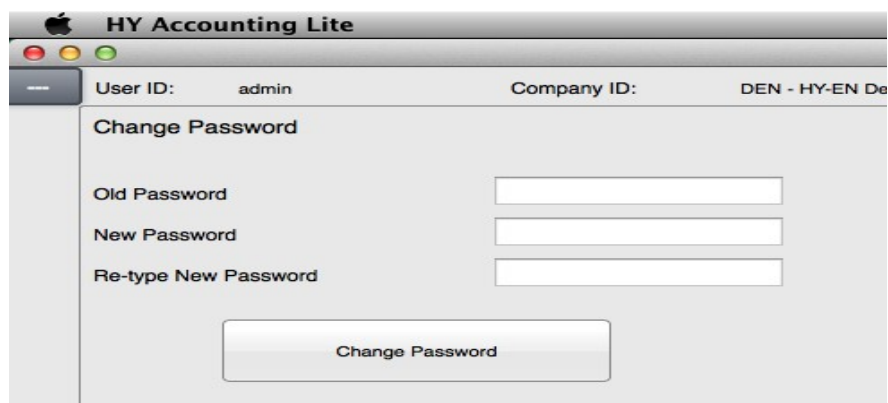

7.1 User Management

This function is only the 'admin' user to use. This function can create user account for different users to access the system. In the professional version, it can control users to access which modules.
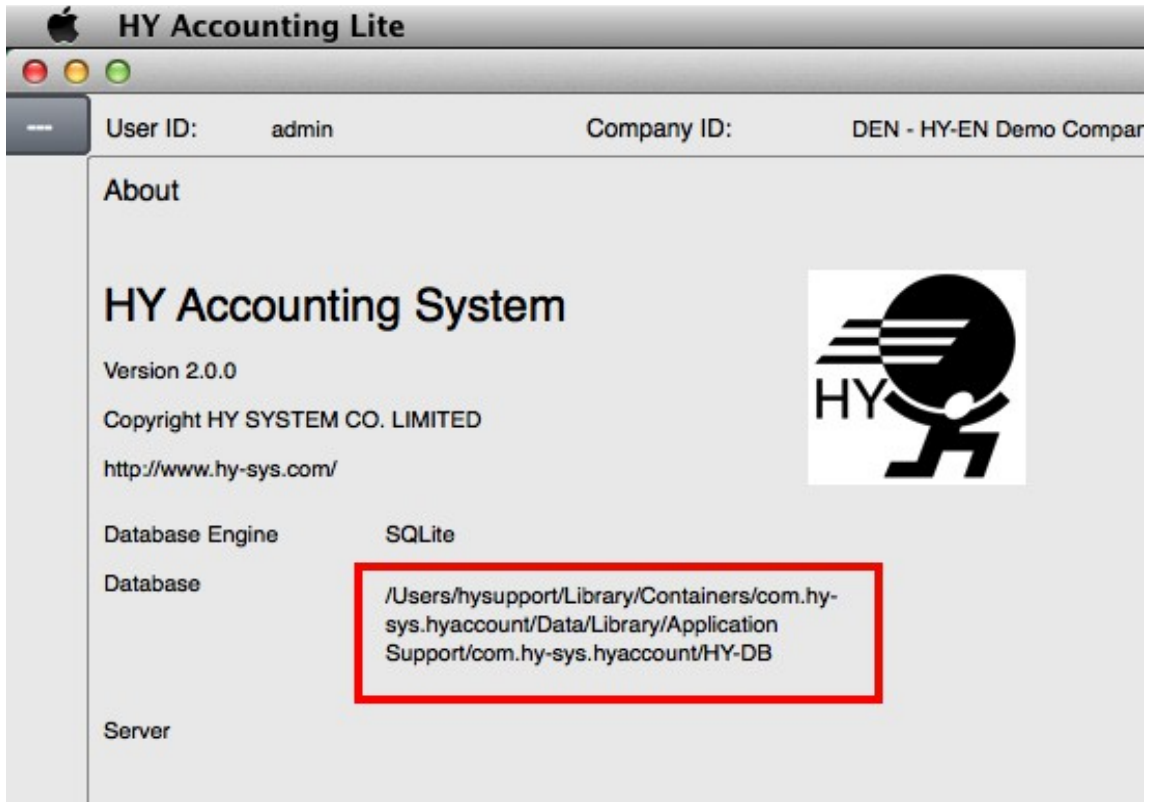

7.2 Change Password

User can use this function to change the password for security.

8.0 Backup

8.1 SQLite Database System

Only HY-DB file need to backup. The file path can found on 'About' from the menu. You can use the 'Finder' in the Mac Computer to find out the file to backup.

8.2 PostgreSQL / Oracle database system
Please according to the database user manual to backup

** END OF MANUAL **