

Accounting Software Manual

S-ACC ACCOUNTING SOFTWARE



S-ACC Standard



The S-ACC accounting software is designed by the S-Advance Software Co., Ltd, which the developers' team has ever collaborated and developed accounting software for many years. S-ACC accounting software is one that developed for customers' options. It is developed under the guidance of the Accounting Department, Ministry of Finance. This software is written by Microsoft Visual Basic, Desktop Engine (MSDE) is used for the data base system. This software can be used with all windows versions (including Windows 98, ME, 2000, NT, XP) and LAN Network.

This software is designed for simply use as the other computer software like Microsoft Word and Excel based on the same principle such as mouse click, double click, typing on key board, arrow keys to control left-right and up-down and others



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Preface

S-ACC is ready-made accounting software developed by S-Advance Software Co., Ltd to record the accounting transactions and facilitate an accounting document management.

S-ACC accounting software can help to reduce your accounting document procedures such as Trial Balance, Balance sheet, Income Statement and others which regarding to the standard of the Accounting Department, Ministry of Finance. All in this software is applied to facilitate the accounting and finance information supply for the internal sectors like shareholders or entrepreneurs and for the external sectors, especially the public sectors such as tax authorities, bank creditors and others concerned.

Due to the non-stop growing of technology, it is the necessity of the S-ACC developers' team to always improve the software for having fully high quality of software product. Besides that, it should be updated to meet the current situation especially for the new edited (formulated) regulation. Although, there are all round transitions, our S-ACC teams will always develop and maintain the high quality of the software.

Our company hopes that the S-ACC accounting software will effectively utilize your accounting and finance information management. This user's manual is the only suggestion document on the software use. For the detailed and completed practice, you are required to be suggested by the accounting and finance experienced personnel.

However, it is our honor and we would like to express the great thanks for your all services. If you make any recommendations on our S-ACC software, please send them to our team, we are ready to improve and develop our software system.

Thank you



Bounkham SOULIYAVONG



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Chapter 1: General Software Use

1.1 Knowing the S-ACC accounting software?

The **S-ACC** accounting software is designed by the S-Advance Software Co., Ltd, which the developers' team has ever collaborated and developed accounting software for many years. S-ACC accounting software is one that developed for customers' options. It is developed under the guidance of the Accounting Department, Ministry of Finance. This software is written by Microsoft Visual Basic, Desktop Engine (MSDE) is used for the data base system. This software can be used with all windows versions (including Windows 98, ME, 2000, NT, XP) and LAN Network.

This software is designed for simply use as the other computer software like Microsoft Word and Excel based on the same principle such as mouse click, double click, typing on key board, arrow keys to control left-right and up-down and others

1.2 Software Installation

The S-ACC accounting software can be installed with two systems that mean you have **options** to select the appropriate system for their activities.

1st system: This system is supported with network (LAN Network) will be installed by developers' team. In order for more technical convenience, you will be provided the best service as soon you contact us.

2nd system: This system is used only for single PC. You can set up and use the software on your own by the installation sets and manual given.






1.3 Software Entering

1

Double click on the
Icon SACC



Login

 User Name:

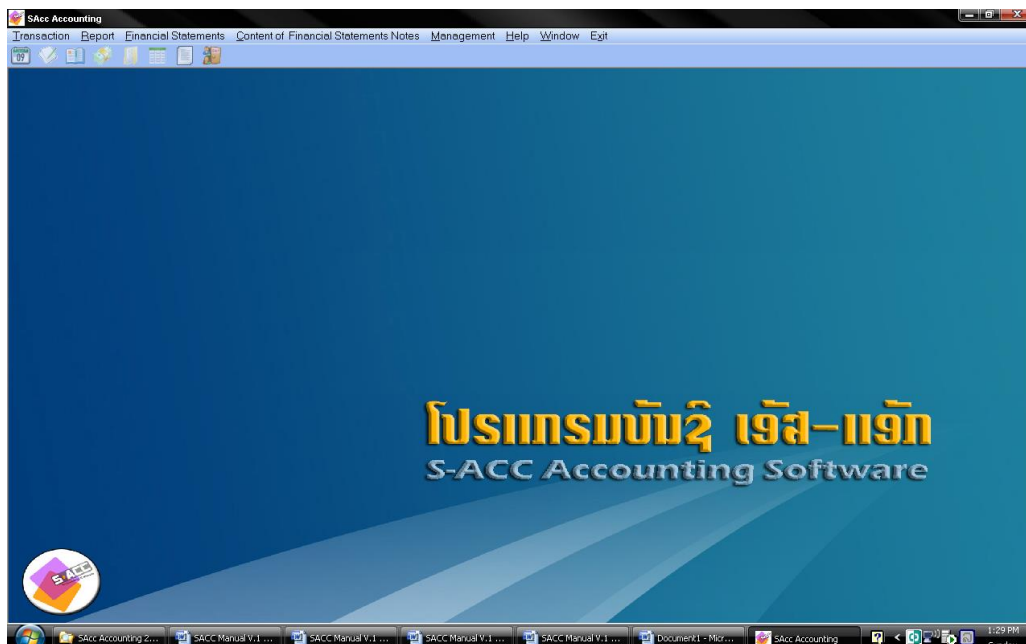
Password:

Full Name: SBAS COMPANY

2

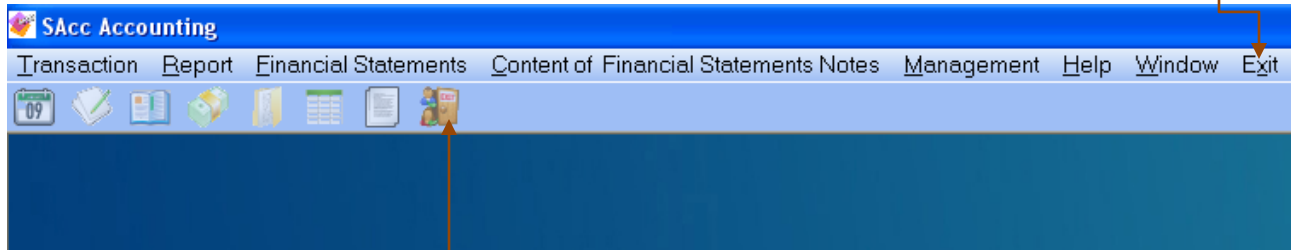
Click into the blank **User ID** and then
type the “s” (lower case character).
Click: OK, or Press the Enter key for
two times.

Software Feature



1.4 Software exit

Click: **Exit** command on the menu bar.



Or click on the Icon

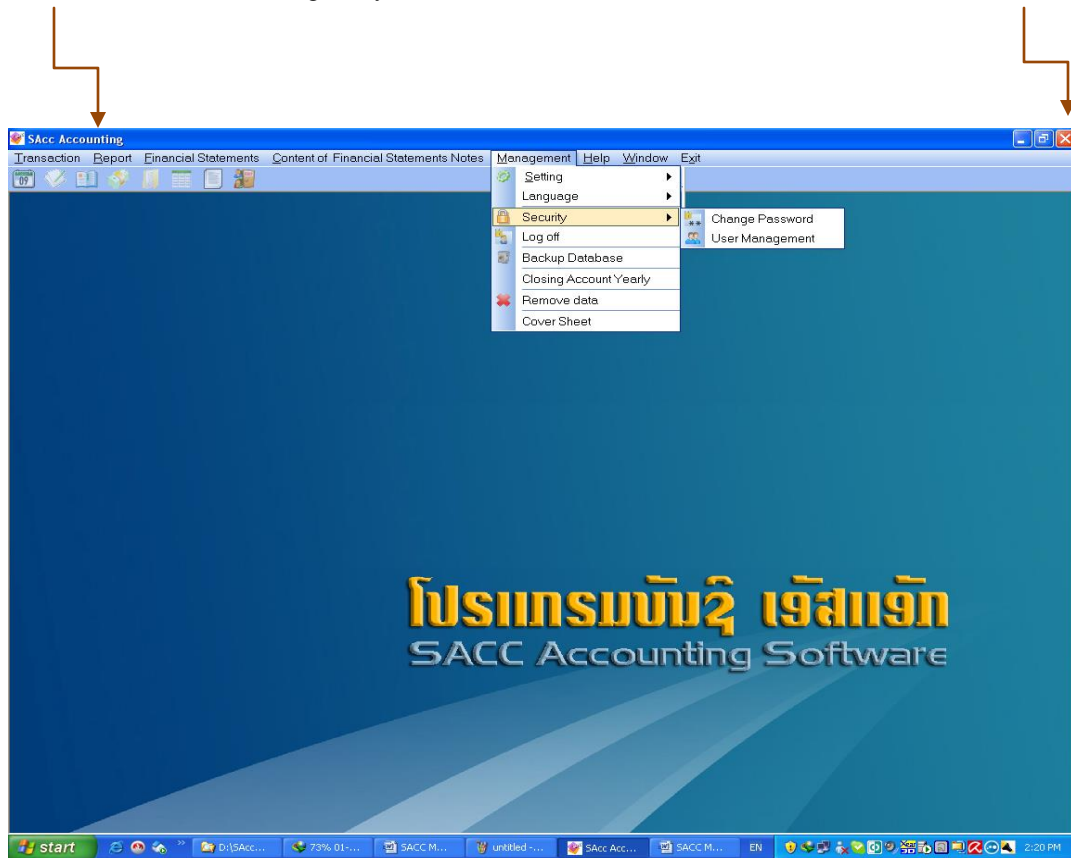




1.5 Software Feature

Menu bar: show the command Line and guide you to the sub command.

Minimise, Maximise, Close



The Journal Data Entry Form

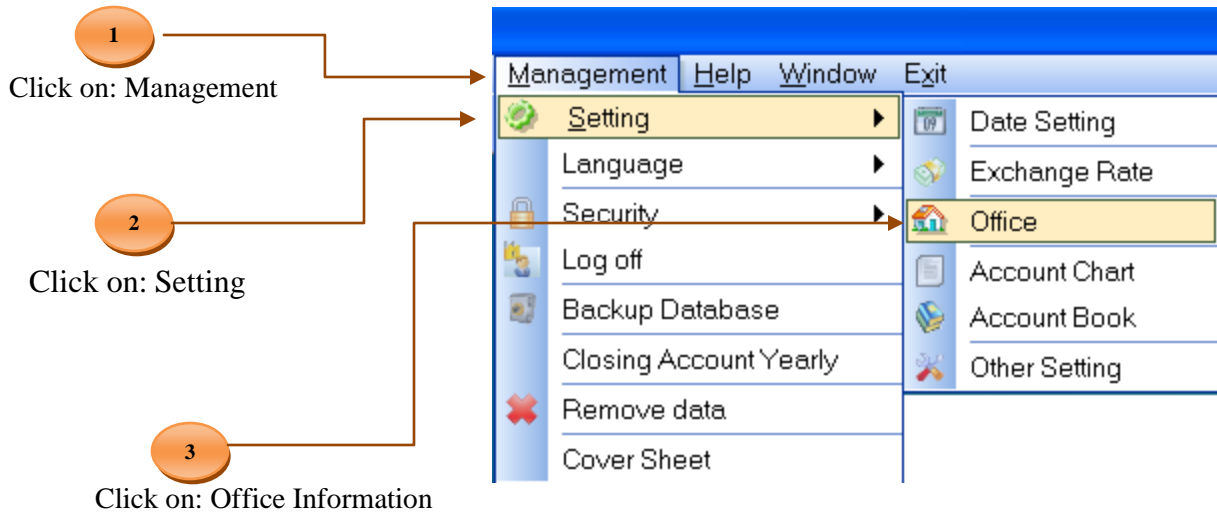
No.	Debit Code	Credit Code	Type	Description	Amount Debit	Amount Credit	Currency	Rate	KIP Amount Debit	KIP Amount Credit
1										

Currency Dr.	Currency Cr.	Difference (Dr-Cr)	Total Amount Dr	Total Amount Cr	Difference (Dr-Cr)
0	0	0	0	0	0

Chapter 2: Initial Configuration

2.1 Office Information

It is the office information record which is transacted in the system such as name, address, telephone numbers, and fax numbers, defined signature to sign in report documents and the configuration conditions of the document number recorded in accounting. All the defined information will be shown in the header and footer of the report documents.



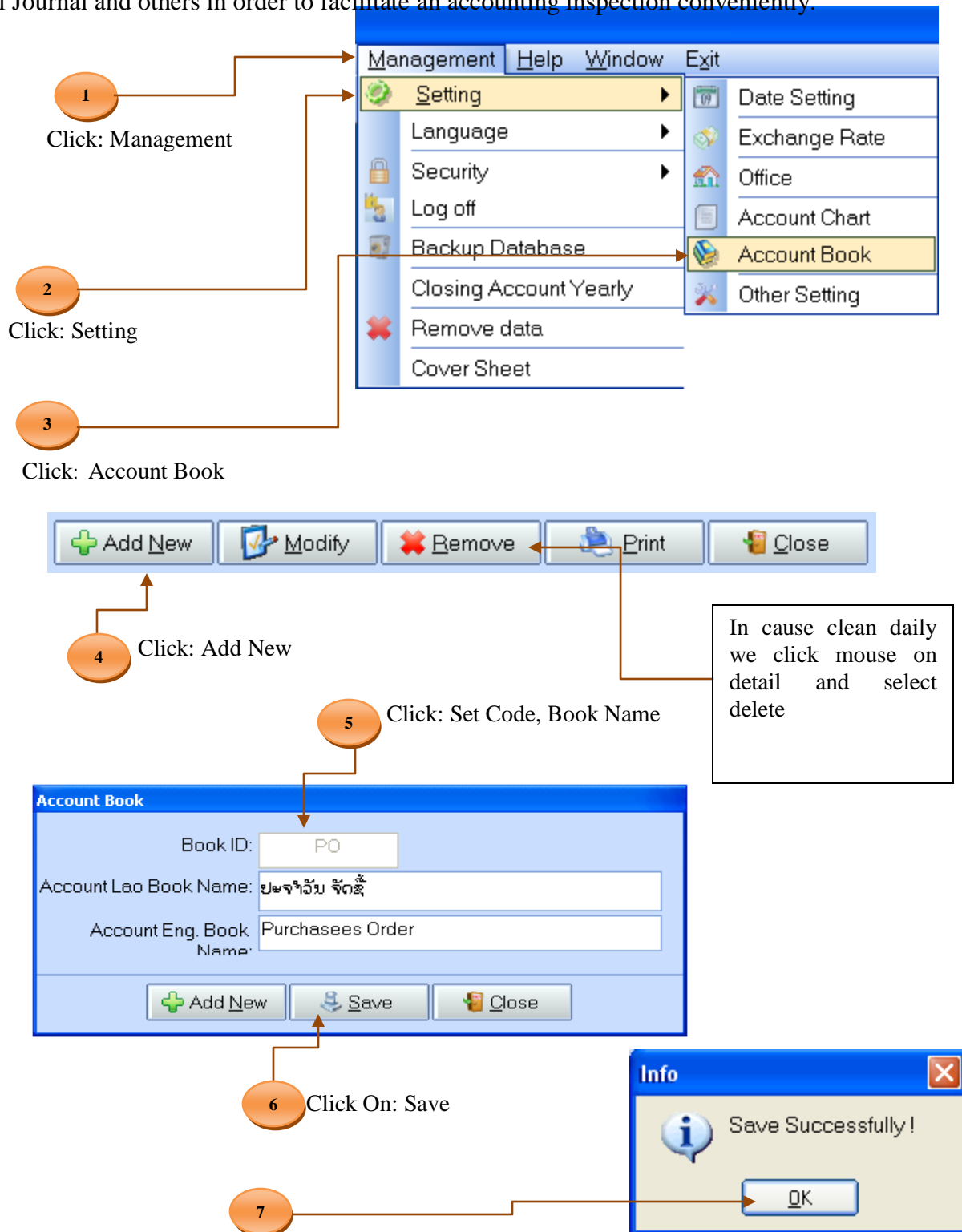
Click on: Set the office Information and other condition that English and Lao.

ຊື່ລຳນັກງານ	ບໍລິສັດ ເອັສ-ບໍລິການບັນຊີ ແລະ ໂປຣແກຣມບັນຊີ	Company	S-Bookkeeping and Accounting software Service
ທີ່ຢູ່ລຳນັກງານ 1	ບ້ານ ໂພນທັນ, ເມືອງ ໄຊເຊດຕາ	Address 1	Phonethan Village, sayseththa District
ທີ່ຢູ່ລຳນັກງານ 2	ນະຄອນຫຼວງວຽງຈັນ, ສ ປ ປ ລາວ	Address 2	Vientiane Capital Lao P.D.R
ໂທລະສັບ / Tel	Tel: (856-21) 453892	ໂທລະສັບ/Fax	Fax: (856-21) 263363
Email		PO Box	
ສະຖານທີ່, ວັນທີ	ວຽງຈັນ, ວັນທີ:.....	At ,Date	Vientiane, Date:.....
ລາຍເຊັນໃນລາຍງານ			
ລາຍເຊັນຜູ້ທີ 1	ບັນຊີ	1st Signature	Accountant
ລາຍເຊັນຜູ້ທີ 2		2nd Signature	
ລາຍເຊັນຜູ້ທີ 3	ຫົວໜ້າບັນຊີ	3rd Signature	Chief Accountant
ລາຍເຊັນຜູ້ທີ 4		4th Signature	
ລາຍເຊັນຜູ້ທີ 5	ຜູ້ຈັດການ	5th Signature	Manager
ລາຍເຊັນໃບສຳຄັນ			
ລາຍເຊັນຜູ້ທີ 1		1st Signature	
ລາຍເຊັນຜູ້ທີ 2		2nd Signature	
ລາຍເຊັນຜູ້ທີ 3		3rd Signature	
ລາຍເຊັນຜູ້ທີ 4		4th Signature	

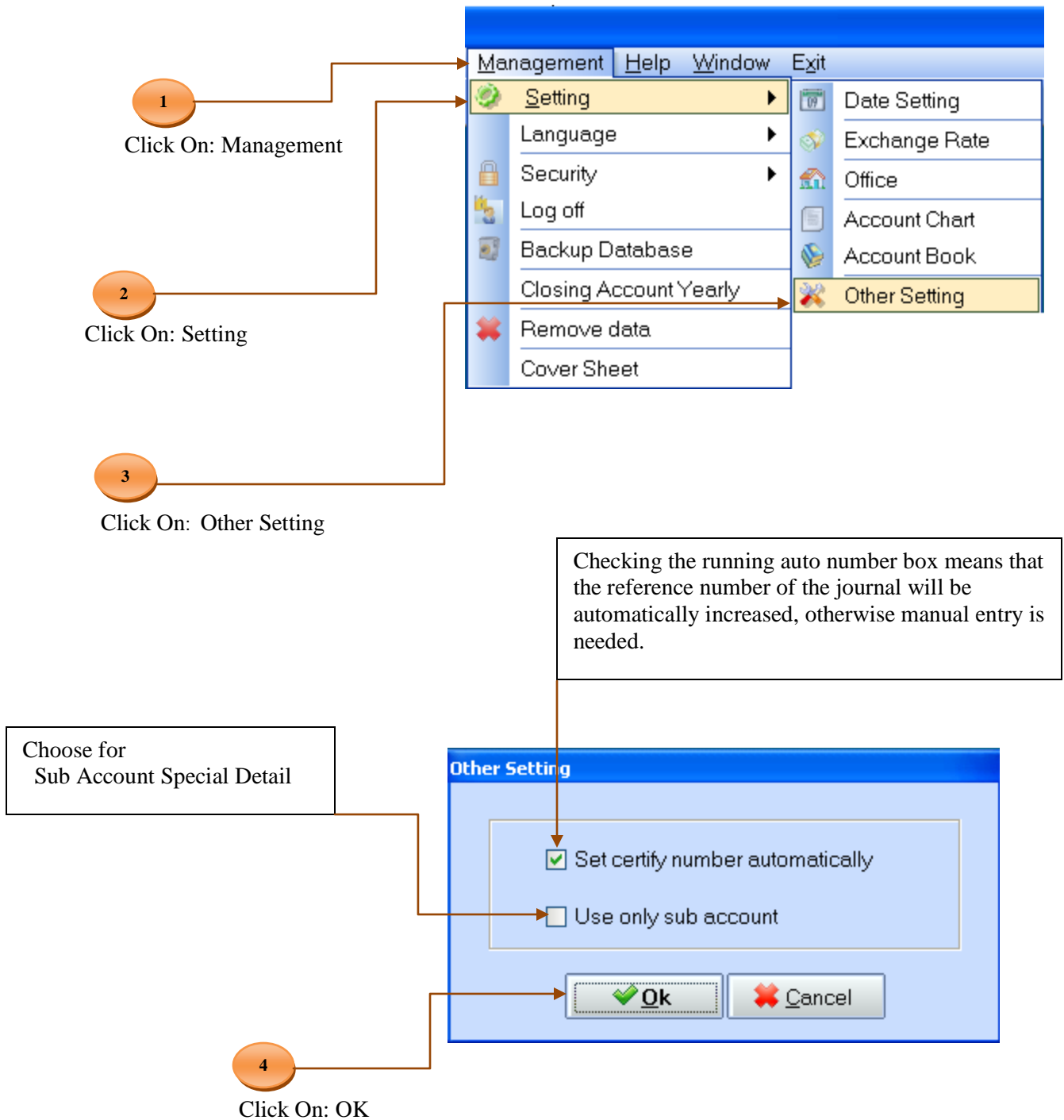


2.2 Journal Formulation

It is formulated the Journal in case of you willing to separate the recording of accounting transaction into groups such as: Purchases Journal, Sale Journal, Inventory Journal, General Journal and others in order to facilitate an accounting inspection conveniently.



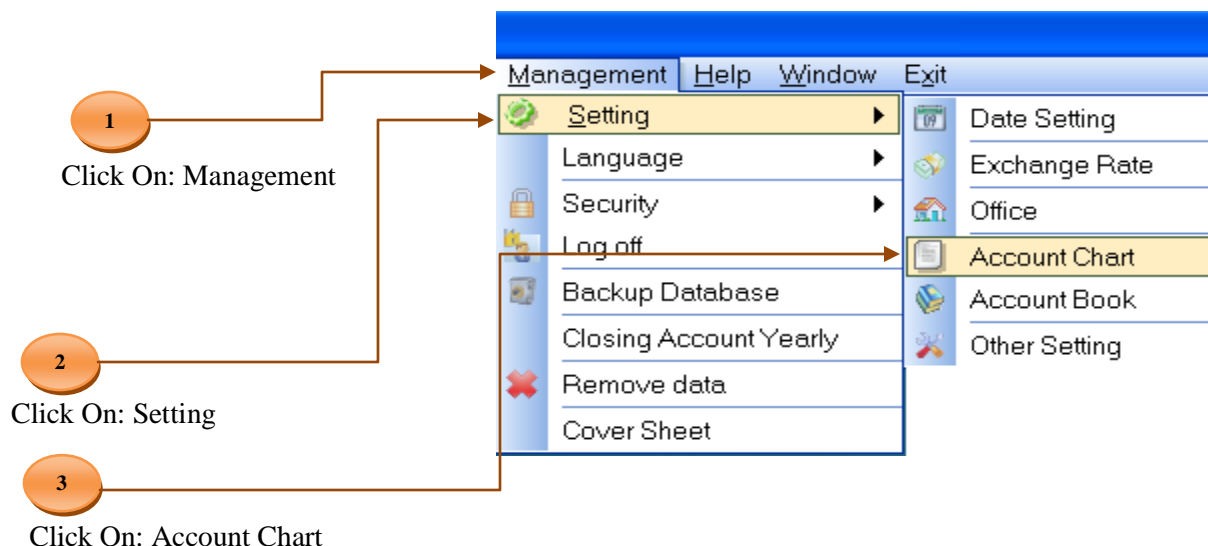
2.3 Other configurations





2.4 Accounting contents

Normally, the accounting contents will be shown automatically as soon the software has been installed. Accountants or users can modify the chart of accounting contents to fit with your business transaction by opening the sub-accounts, adding or removing contents, modifying information in the contents and accounting codes by using in the software- commands.



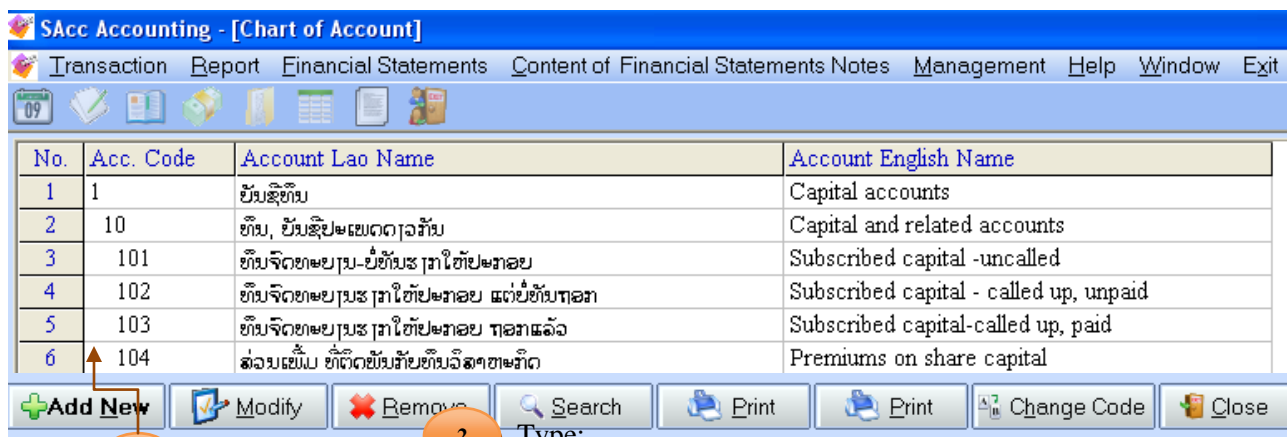
The Account index windows

Sacc Accounting - [Chart of Account]			
Transaction Report Financial Statements Content of Financial Statements Notes Management Help Window Exit			
No.	Acc. Code	Account Lao Name	Account English Name
1	1	ບັນຊີທຶນ	Capital accounts
2	10	ທຶນ, ບັນຊີປະເພດຕ່າງກັນ	Capital and related accounts
3	101	ທຶນຈົດທະບຽນ-ບໍ່ທຶນສະ ກາໃຫ້ປະກອບ	Subscribed capital -uncalled
4	102	ທຶນຈົດທະບຽນສະ ກາໃຫ້ປະກອບ ແຕ່ບໍ່ທຶນຖອກ	Subscribed capital - called up, unpaid
5	103	ທຶນຈົດທະບຽນສະ ກາໃຫ້ປະກອບ ຖອກແລ້ວ	Subscribed capital-called up, paid
6	104	ສ່ວນເພີ່ມ ທີ່ຕິດຂຶ້ນກັບທຶນລົດສາຫະກິດ	Premiums on share capital

Buttons: Add New, Modify, Remove, Search, Print, Print, Change Code, Close

2.4.1 How to create new accounting codes

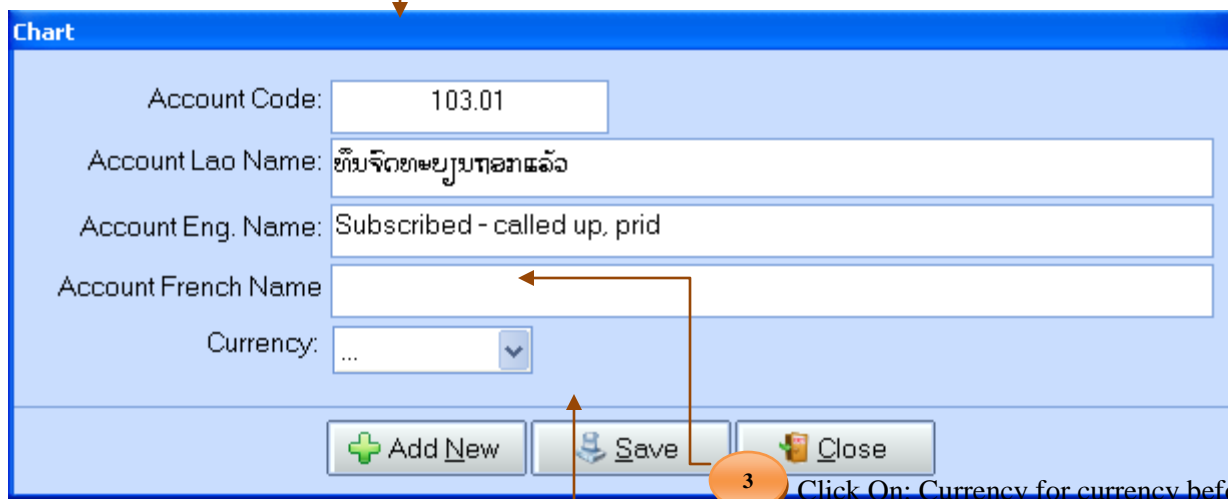
It is used to add a new code which is not in the software.



Click On: Add New

Type:

- Account number
- Lao account name
- English account name



Chart

Account Code: 103.01

Account Lao Name: ທຶນຈົດທະບຽນຖອກແລ້ວ

Account Eng. Name: Subscribed - called up, prid

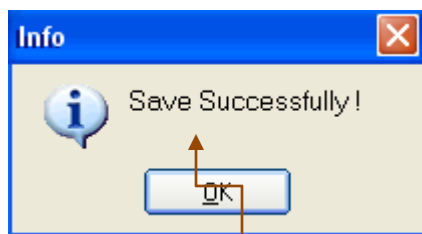
Account French Name:

Currency: ...

Buttons: Add New, Save, Close.

Click On: Currency for currency before or doesn't want follow it, Click Here“...”

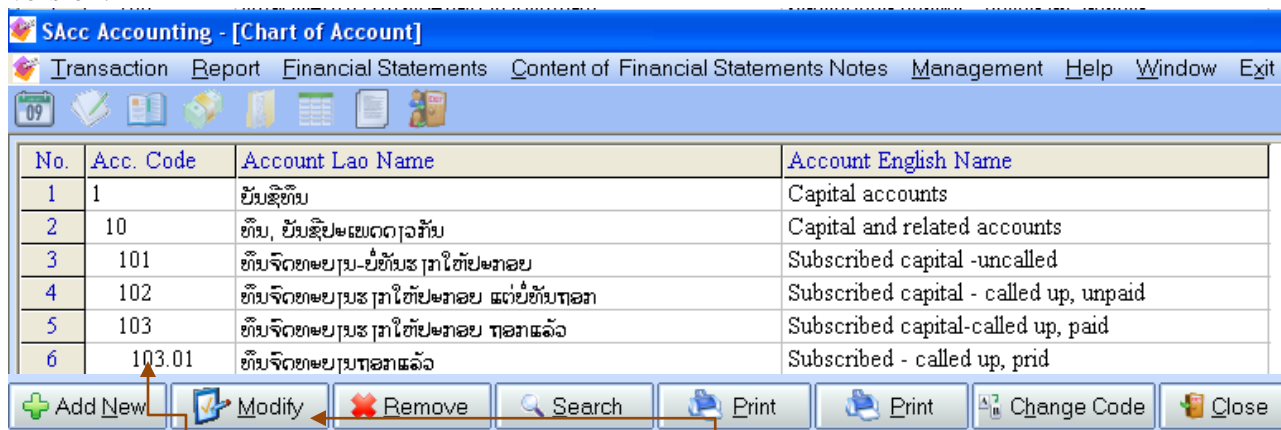
Click: Save



Click: OK

2.4.2 How to modify accounting contents

It is used to revise the name of the accounting contents for Lao, English and French version.

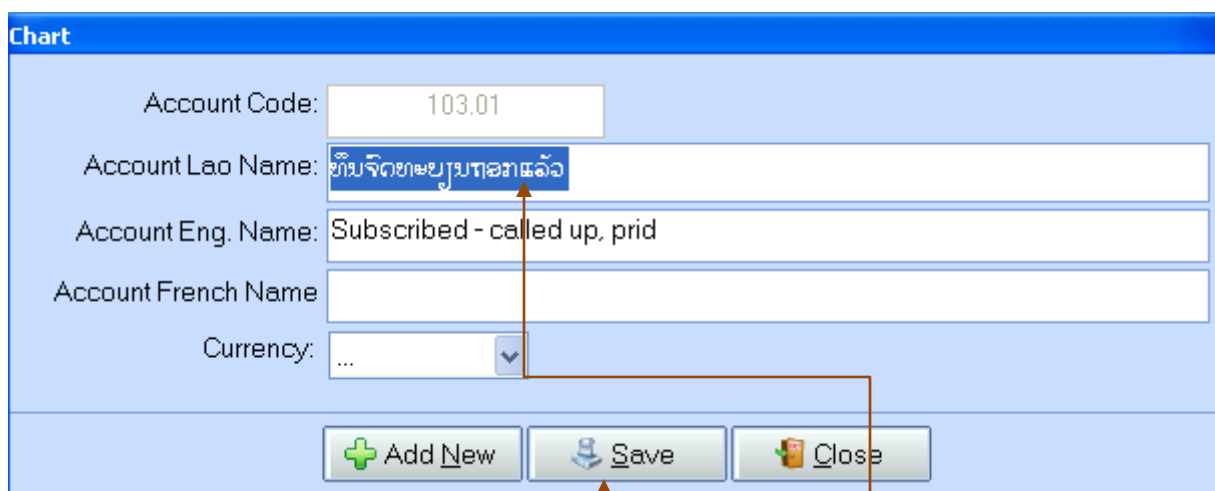


1

Click On: Click on the needed account number or Double Click.

2

Click: Modify



Chart

Account Code: 103.01

Account Lao Name: ທຶນຈົດທະບຽນຮອກແລ້ວ

Account Eng. Name: Subscribed - called up, paid

Account French Name:

Currency: ...

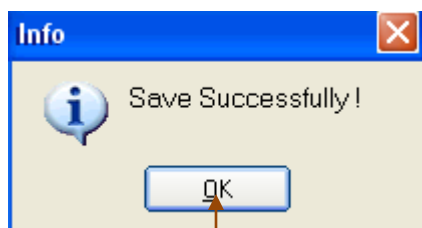
Buttons: Add New, Save, Close

3

Click: Edit Account Name

4

Click: Save

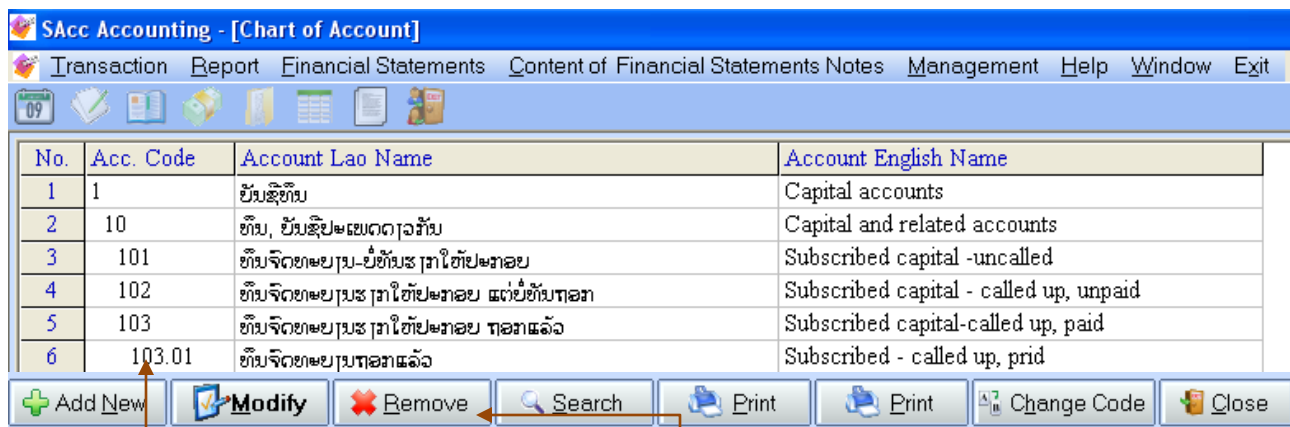


5

Click: OK

2.4.3 How to remove accounting contents

It is used to remove information from the table of contents. But for the items which have been activated or being used can not be removed.



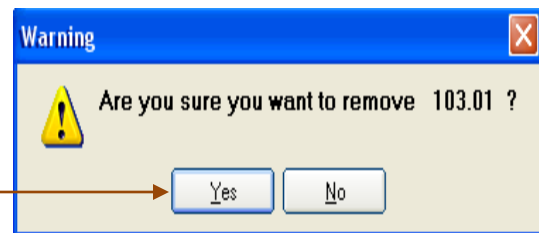
1

Click on: the needed account delete

2

Click: Remove

3
Click: Yes



2.4.4 How to change the codes

If users would like to change or modify new accounting codes, you can do so by using the change code command. After that, the software will automatically update all activated information.

SAcc Accounting - [Chart of Account]

Transaction Report Financial Statements Content of Financial Statements Notes Management Help Window Exit

No.	Acc. Code	Account Lao Name	Account English Name
1	1	ບັນຊີທຶນ	Capital accounts
2	10	ທຶນ, ບັນຊີປະເພດດຽວກັນ	Capital and related accounts
3	101	ທຶນຈົດທະບຽນ-ບໍ່ທຳນຽມໃຫ້ປະກອບ	Subscribed capital -uncalled
4	102	ທຶນຈົດທະບຽນໃຫ້ປະກອບ ແຕ່ບໍ່ທຳນຽມ	Subscribed capital - called up, unpaid
5	103	ທຶນຈົດທະບຽນໃຫ້ປະກອບ ທຸກໆສິດ	Subscribed capital-called up, paid
6	103.01	ທຶນຈົດທະບຽນທຸກໆສິດ	Subscribed - called up, paid



1 Click On: the needed account

2 Click: Change Code.


Change Account Code

Old Account Code:

New Account Code:


3 Click: New Account Code

Warning

 You want to change account code 103.01 ?

4 Click: Yes

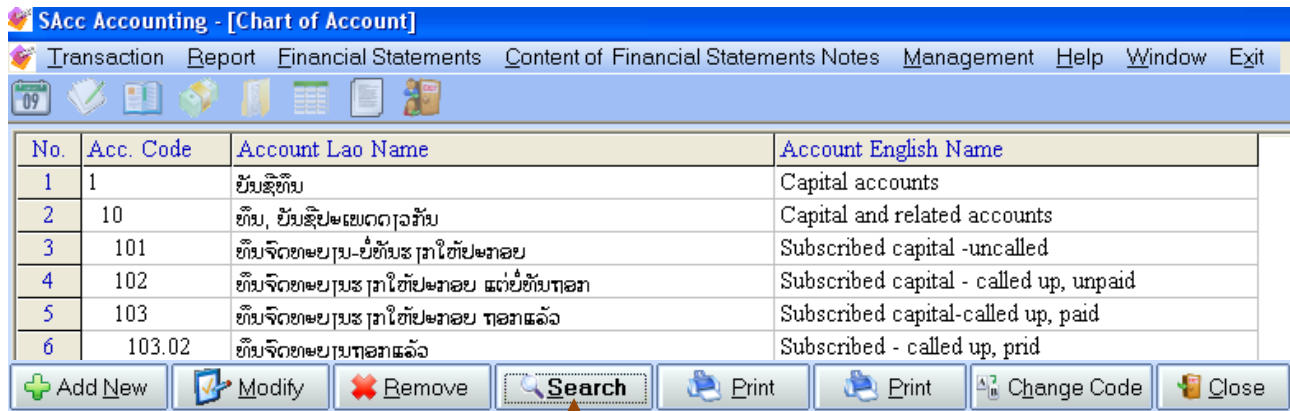
Info

 Save Successfully!

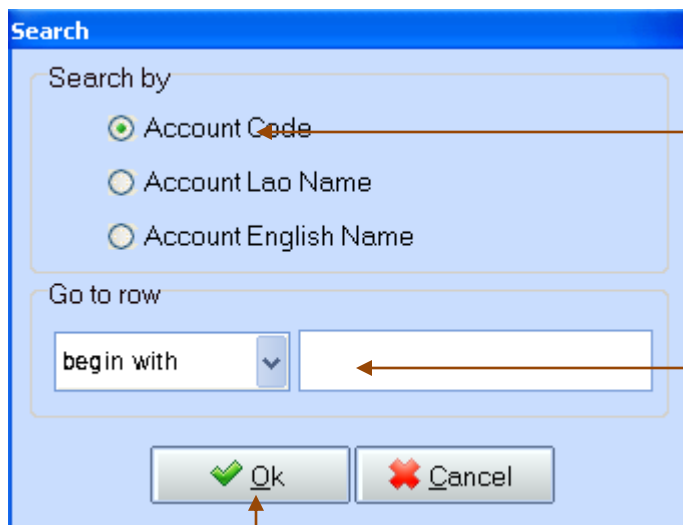
5 Click: OK

2.4.5 How to search information in the accounting contents

In case of willing to search for accounting codes in the chart of contents, should be followed the given steps in the software.



1 Click On: Search



2 Click: Condition

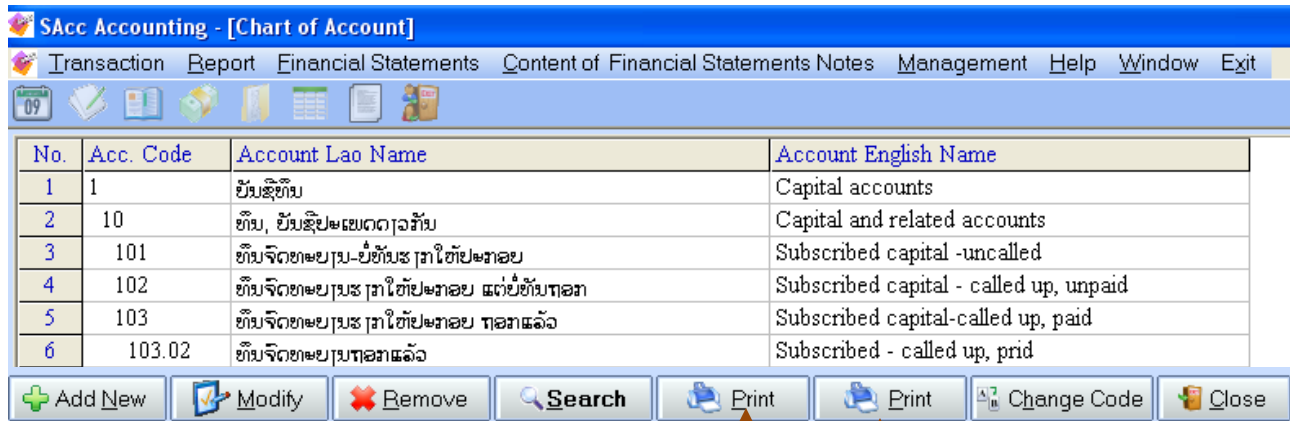
3 Click On: Type the account number to find

4 Click On: OK



2.4.6 How to print accounting contents

Documents can be printed by two ways: entries printing and selection printing that users just only double click on the wanted items.



Click On: Print for English Language

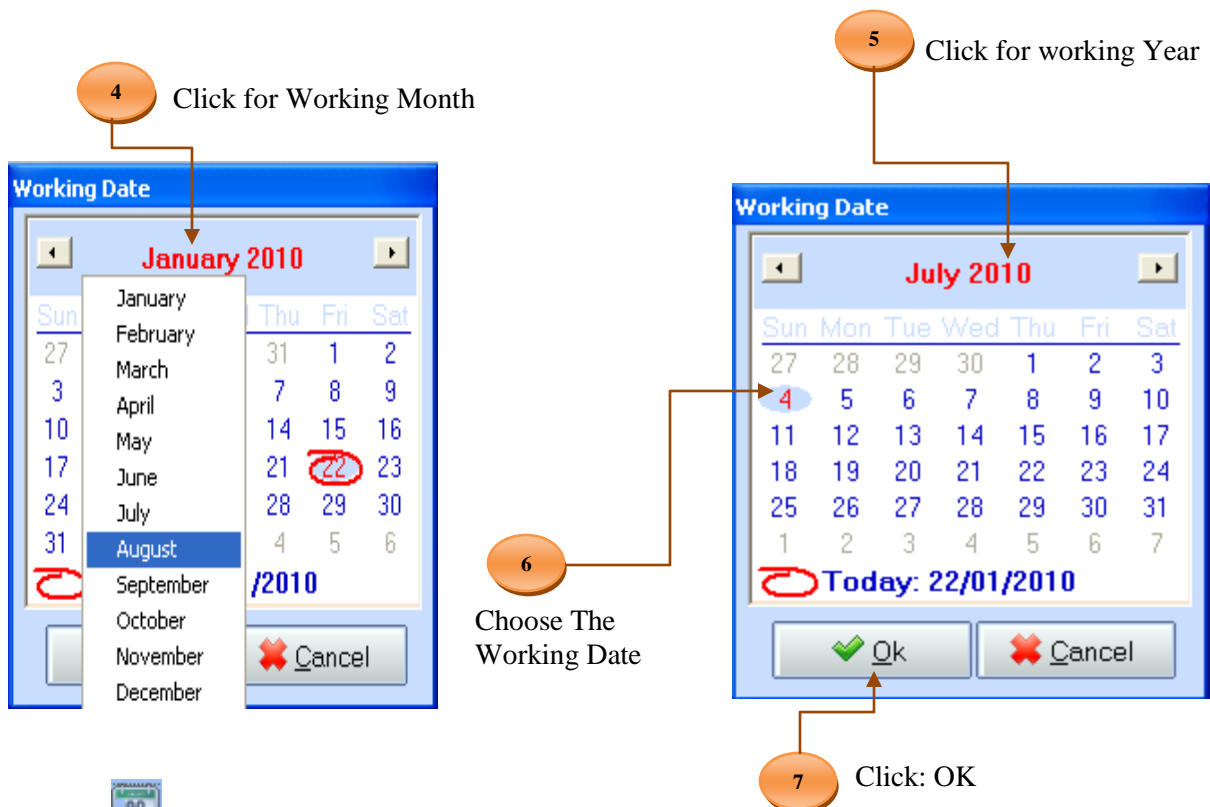
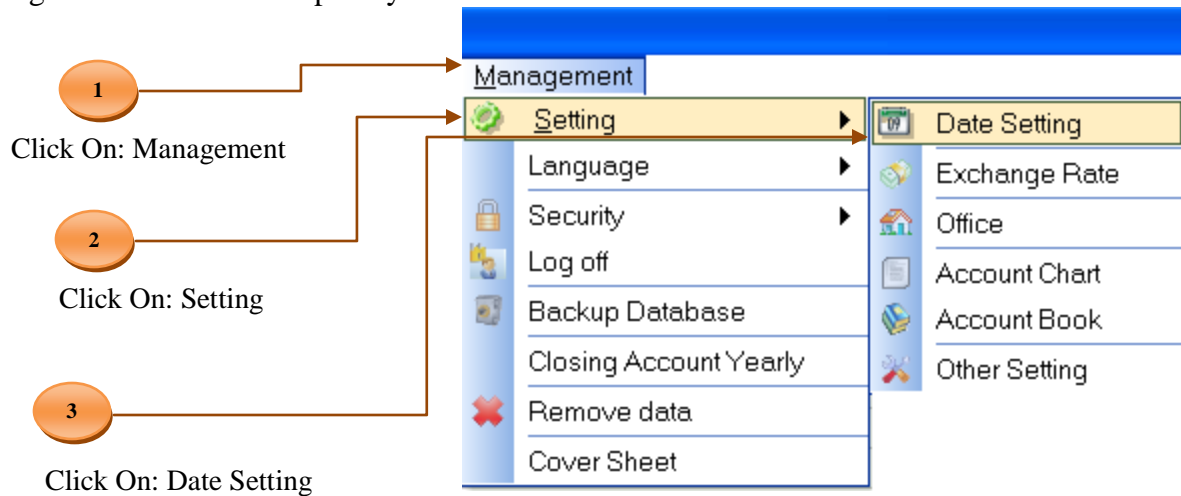
Click On: Print for Three Language
(Lao, English, French)



Chapter 3: Using Basic Commands in Accounting Record

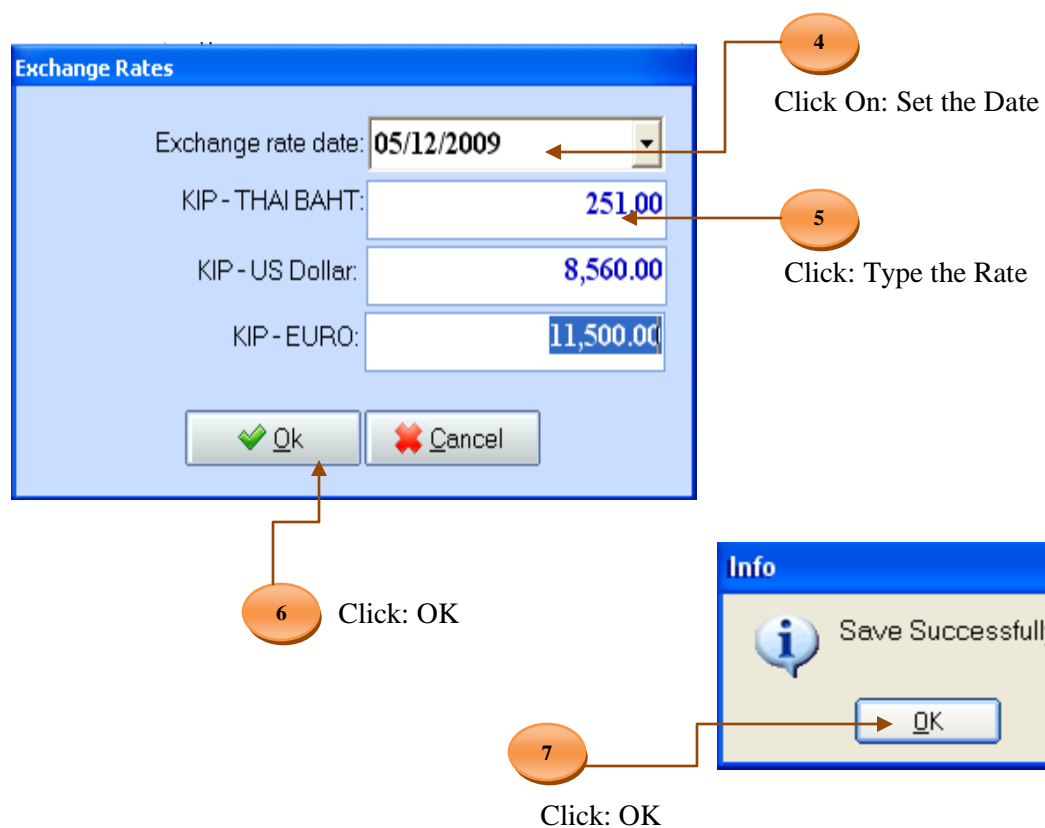
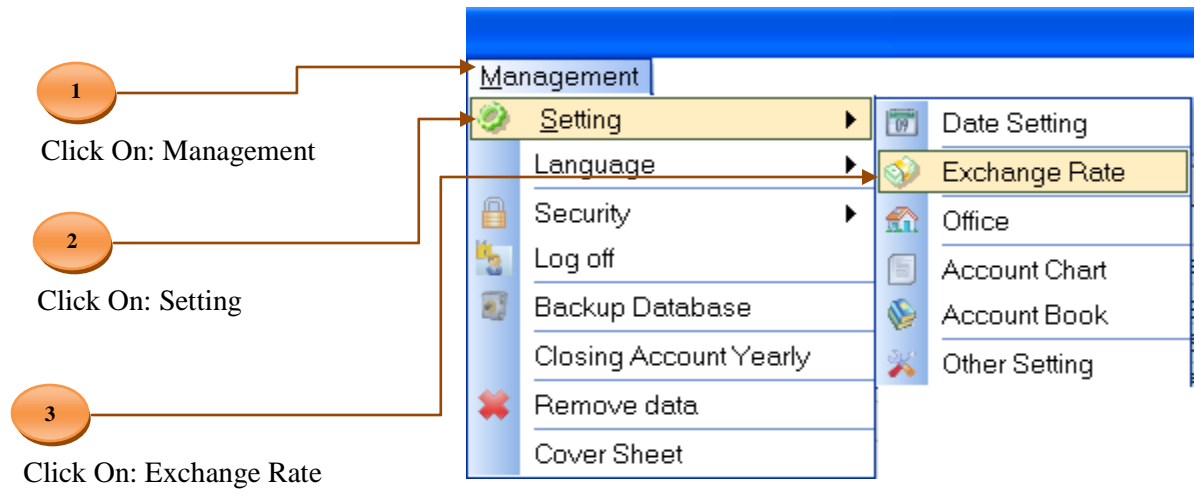
3.1 Operation date setting

Operation date setting is used to facilitate for the historical information and to preview the historical information. For example, presently is 2009, but users want to search for the information and reports in 2008 is need to set the operation date as once of the 2008 months then you can get information and reports you want.



Or Click On  At the Screen

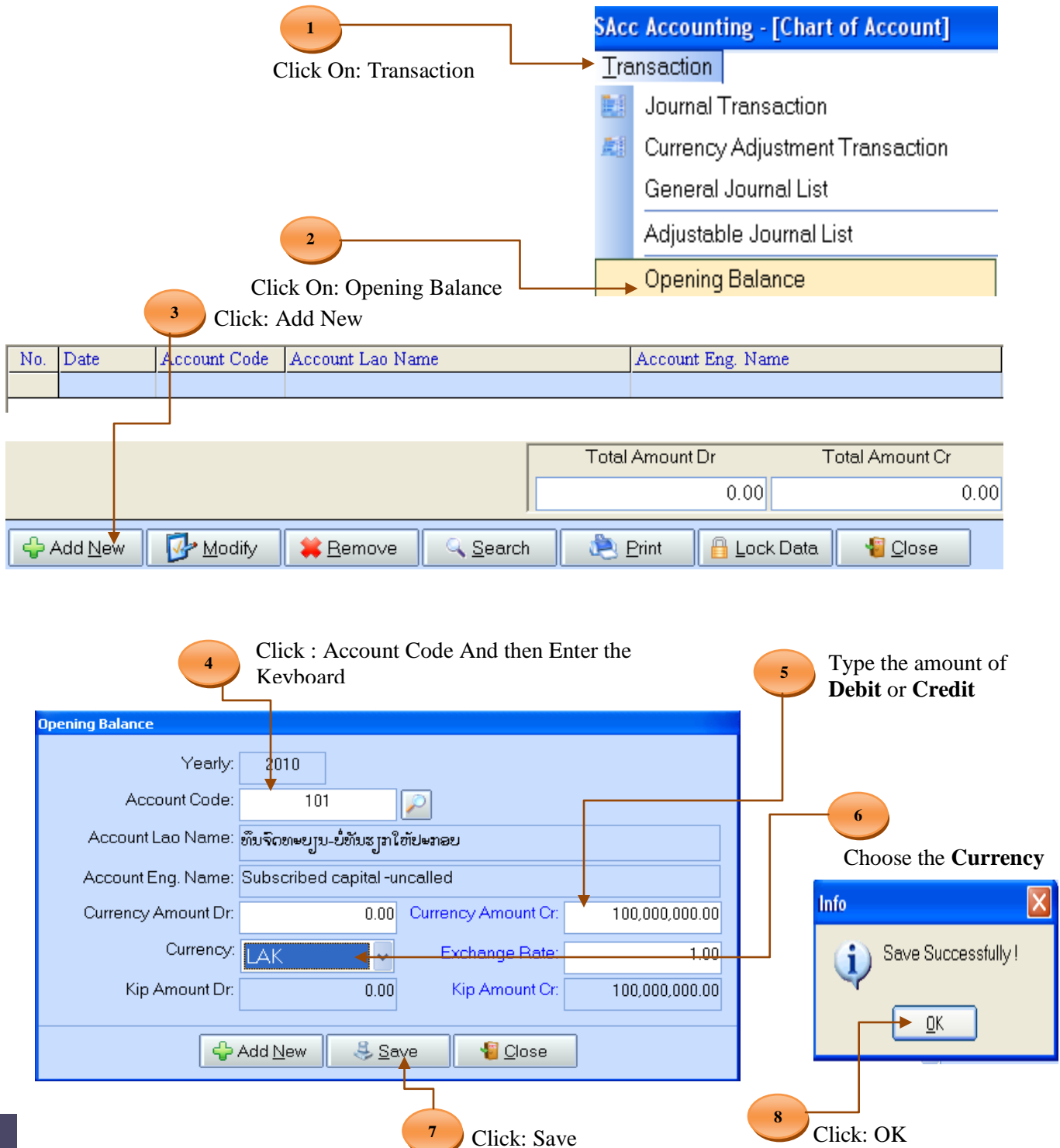
3.2 Exchange Rate Setting



Chapter 4: Recording and Editing the Initial Opening Balance

4.1 Recording the initial opening balance

The initial opening balance before transaction is for all new business operation, it is unnecessary to record the initial opening balance, but have to record to the journal account as usual. For the normal business transaction which has summarized the account normally, it is necessary to record the opening entries of the pervious year as the initial opening balance of the transaction year.



1 Click On: Transaction

2 Click On: Opening Balance

3 Click: Add New

No.	Date	Account Code	Account Lao Name	Account Eng. Name

Total Amount Dr: 0.00 Total Amount Cr: 0.00

4 Click : Account Code And then Enter the Keyboard

5 Type the amount of Debit or Credit

6 Choose the Currency

7 Click: Save

8 Click: OK

Opening Balance

Yearly: 2010

Account Code: 101

Account Lao Name: ສົມຈົດທະບຽນ-ບໍ່ສົມສູງກໃຫ້ປະກອບ

Account Eng. Name: Subscribed capital -uncalled

Currency Amount Dr: 0.00 Currency Amount Cr: 100,000,000.00

Currency: LAK Exchange Rate: 1.00

Kip Amount Dr: 0.00 Kip Amount Cr: 100,000,000.00

Info

Save Successfully!

OK

4.2 Editing the initial opening balance

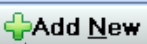
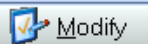
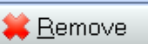
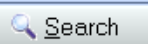
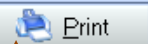
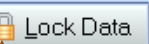
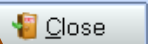
In case of willing to improving or editing the opening entries, removing, locking information and involved to printing the opening balance. All of these can be used the commands in the software system.

S-ACC Accounting - [Opening Balance list]

Transaction Report Financial Statements Content of Financial Statements Notes Management Help Window Exit

No.	Date	Account Code	Account Lao Name	Account Eng. Name
1	01/01/2010	101	ທຶນຈົດທະບຽນ-ບໍ່ທັນຮຸກໃຫ້ປະກອບ	Subscribed capital -uncalled

Total Amount Dr		Total Amount Cr	
0.00		100,000,000.00	

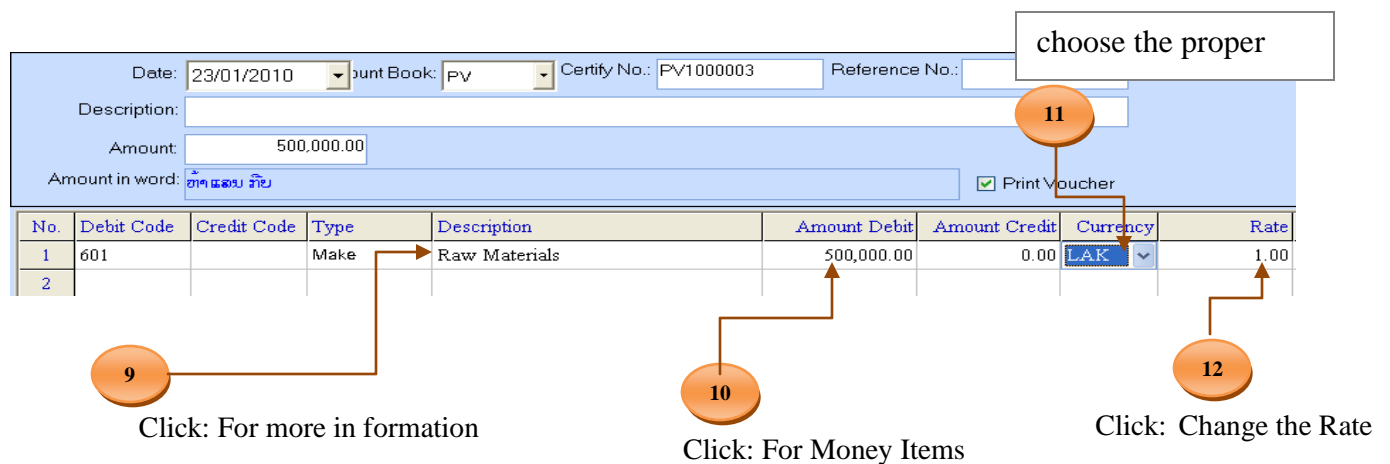
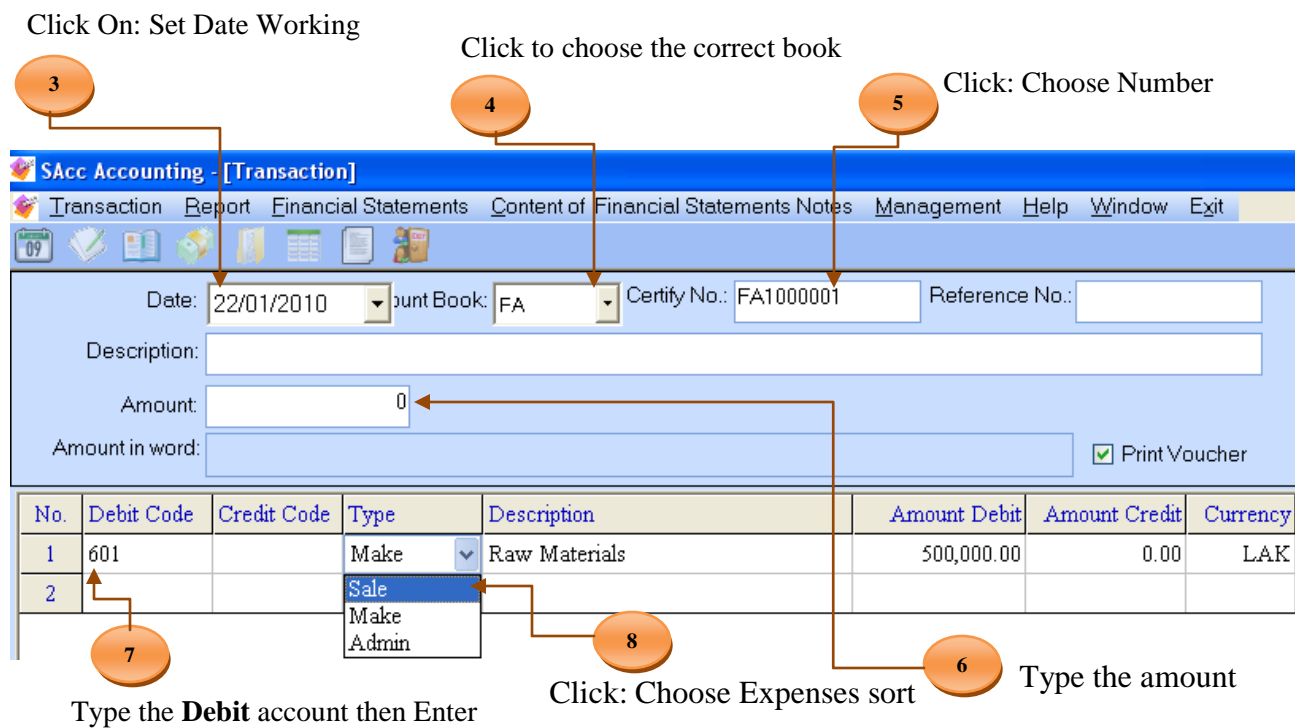
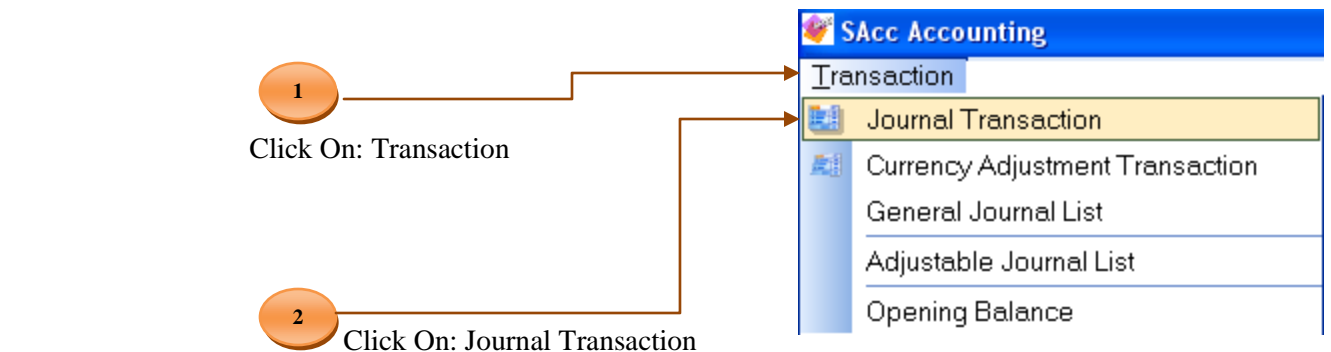








1. For entering to the new opening entries
 2. For editing or changing the initial opening balance amount
 3. For removing information from the initial opening balance amount
 4. For searching information in the initial opening balance amount
 5. For printing the initial opening balance amount
 6. For locking the information from removal
 7. For exiting the software system

1. For entering to the new opening entries
2. For editing or changing the initial opening balance amount
3. For removing information from the initial opening balance amount
4. For searching information in the initial opening balance amount
5. For printing the initial opening balance amount
6. For locking the information from removal
7. For exiting the software system

Chapter 5: Recording and Editing Journal

5.1 Journal record





Date: 23/01/2010 | Journal Book: PV | Certify No.: PV1000003 | Reference No.:

Description:

Amount: 500,000.00

Amount in word: ຫ້າສະຫນື່ງ ລ້ານ

☒ Print Voucher

No.	Debit Code	Credit Code	Type	Description	Amount Debit	Amount Credit	Currency	Rate
1	601		Make	Raw Materials	500,000.00	0.00	LAK	1.00
2		401		Suppliers - Purchases of goods and	0.00	500,000.00	LAK	1.00
3								

Click: Number Account this Credit then Enter the keyboard

Click: For more information then Enter

Question

The Transaction was balance, do you want to save?

Click: Yes then Enter The Keyboard

Information

Save Successfully !

Click: OK

Question

Do you want to print voucher?

Click: Yes

Preview

SBookkeeping and Accounting software Service Company
Tel: (856-21) 453892
Fax: (856-21) 263363

ໃບສຳຄັນລົງບັນຊີ/Voucher

ວັນທີ/Date : 23/01/2010

ປຶ້ມປະຈຳວັນ/Book : ☒ LAK ☐ THB ☐ USD ເລກທີໃບຍັງບັນຊີ/Certify No.: PV1000003

PV ປະຈຳວັນ ຈ່າຍເງິນ ເລກທີເຊັກ/Cheque No.:

ລາຍການ :
Description :

ເນື້ອໃນ Description	ລະຫັດບັນຊີ Acc. Code	ຈຳນວນເງິນ ຫຼັກ Amount Dr.	ຈຳນວນເງິນ ມື Amount Cr.	ຈຳນວນເງິນ (ກີບ) Amount (Kip)	ອັດຕາ Rate
ຈັດຫຼຸດ	601	500,000.00	0.00	500,000.00	1
ຜູ້ຂາຍສິນຄ້າ - ສິນຄ້າ, ຈັດຫຼຸດ ແລະ ຈັດຫຼຸດປະກອບອື່ນໆ	401	0.00	500,000.00	500,000.00	1
ລວມຍອດທັງໝົດ/Total :		500,000.00	500,000.00		

Click: On the Printer Icon

Click: OK

Print

Printer: System Printer (\\172.16.1.6\EPSON Stylus Photo R230 Series)

Print Range

☒ All ☐ Pages

From: 1 To:

Copies: 1

☒ Collate Copies



Examples of the correct accounting record:

Many debits many credits

Date: 23/01/2010 Journal Book: PC Certify No.: PC1000002 Reference No.:

Description:

Amount: 4,500,000.00

Amount in word: ລ້ຳລັບຫຼາຍໆສ່ວນ ກີບ ☒ Print Voucher

No.	Debit Code	Credit Code	Type	Description	Amount Debit	Amount Credit	Currency
1	601		Make	Raw Materials	2,000,000.00	0.00	LAK
2		401		Suppliers - Purchases of goods and	0.00	250,000.00	LAK
3	613		Make	Rental, leases	2,000,000.00	0.00	LAK
4		571		Cash on hand - kip	0.00	250,000.00	LAK
5							

Many debits one credit.

Date: 23/01/2010 Journal Book: PC Certify No.: PC1000002 Reference No.:

Description:

Amount: 4,850,000.00

Amount in word: ລ້ຳລັບແປດສ່ວນຫລາຍໆສ່ວນ ກີບ ☒ Print Voucher

No.	Debit Code	Credit Code	Type	Description	Amount Debit	Amount Credit	Currency
1	601		Make	Raw Materials	4,000,000.00	0.00	LAK
2	613		Make	Rental, leases	500,000.00	0.00	LAK
3	621		Make	Outsourced staff	350,000.00	0.00	LAK
4		551		Banks - kips	0.00	4,850,000.00	LAK
5							

One debit many credits.

Date: 23/01/2010 Journal Book: PC Certify No.: PC1000002 Reference No.:

Description:

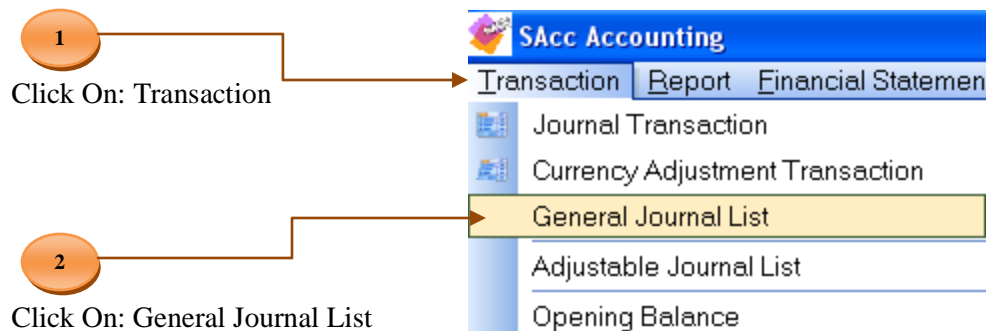
Amount: 5,600,000.00

Amount in word: ລ້ຳລັບຫລາຍໆສ່ວນ ກີບ ☒ Print Voucher

No.	Debit Code	Credit Code	Type	Description	Amount Debit	Amount Credit	Currency
1	601		Make	Raw Materials	5,600,000.00	0.00	LAK
2		551		Banks - kips	0.00	600,000.00	LAK
3		401		Suppliers - Purchases of goods and	0.00	5,000,000.00	LAK
4							

5.2 Editing transaction entries

In case the account has been recorded already, but users would like to check back and edit account transactions in each account, you can do as following:



S-ACC Accounting - [Transaction list]

Transaction Report Financial Statements Content of Financial Statements Notes Management Help Window Exit

No.	Date	Certify No.	Reference No.	Book	Dr. Code	Cr. Code	Description	Curr. Amount Dr.
1	01/01/2010	JV1000001		JV	473		Company contribution	100,000,000.00
2	01/01/2010	JV1000001		JV		103	Subscribed capital-called	0.00
3	01/01/2010	JV1000002		JV	214		Transport equipment	29,000,000.00
4	01/01/2010	JV1000002		JV	212		Constructions	20,000,000.00
5	01/01/2010	JV1000002		JV	571		Cash on hand - kip	30,000,000.00
6	01/01/2010	JV1000002		JV	218		Other tangible assets	5,000,000.00
7	01/01/2010	JV1000002		JV	213		Technical installations -	1,000,000.00
8	01/01/2010	JV1000002		JV	222		Constructions in	15,000,000.00
9	01/01/2010	JV1000002		JV		473	Company contribution	0.00

3 Click: Click on the item you want or Double Click

S-ACC Accounting - [Transaction]

Transaction Report Financial Statements Content of Financial Statements Notes Management Help Window Exit

Date: 03/01/2010 Journal Book: IC Certify No.: IC1000001 Reference No.:

Description:

Amount: 2,000,000.00

Amount in word: ສອງລ້ານ ກີບ

☒ Print Voucher

No.	Debit Code	Credit Code	Type	Description	Amount Debit	Amount Credit	Currency
1	607		Sale	Goods	2,000,000.00	0.00	LAK
2		37		Stocks of goods for resale	0.00	2,000,000.00	LAK

4 Click: Edit item you want
And then save.



Chapter 6: Recording and Editing Currency Account Adjustment

6.1 Recording and Currency Account Adjustment

If all transactions have been done in foreign currency using each day exchange rate, the total amount of Kip currency account in the account closing date may differ from the exchange rate in the recorded day. Therefore, this software will have commands to adjust the account by adding the difference amount of exchange rate of the profit or loss in the Kip currency. These entries can be adjusted in monthly, quarterly, annually and entries adjustment by the end of the year.

1 Click On: Transaction

2 Click On: Currency Adjustment Transaction

3 Click On: Set Date Working

4 Click On: Account Book

5 Click: Choose Number

6 Click: Description

7 Click: Number Account this Adjustment then Enter

8 Double Click: Exchange Rate

9 Click: Currency

The screenshot displays the 'S-ACC Accounting' window with the 'Currency Adjustment Transaction' menu item selected. The main window shows the following fields and data:

- Date:** 23/01/2010
- Account Book:** FA
- Certify No.:** FA1000001
- Reference No.:** (empty)
- Description:** (empty)
- Account Code:** 552
- Currency Amount:** 0.00
- Average Rate:** 0
- Kip Amount:** 0.00
- Currency:** THB
- Closing exchange rate:** 251.00
- Kip amount at closing date:** 0.00
- Difference (+) Profit / (-) Loss:** 0.00
- ☒ Print Voucher

No.	Debit Code	Credit Code	Description	Currency	Rate	KIP Amount Debit	KIP Amount Credit
1	552		Banks - Foreign currencies	THB	1	0.00	0.00
1		763	Exchange gains	THB	1	0.00	0.00



S-ACC Accounting - [Currency Adjustment Transaction]

Transaction Report Financial Statements Content of Financial Statements Notes Management Help Window Exit

Date: 23/01/2010 Journal Book: FA Certify No.: FA1000001 Reference No.:

Description:

Account Code 552 Banks - Foreign currencies

Currency Amount 0.00 Average Rate: 0 Kip Amount 0.00

Currency: THB Closing exchange rate 2,500.00 Kip amount at closing date 0.00

☒ Print Voucher Difference (+) Profit / (-) Loss 0.00

No.	Debit Code	Credit Code	Description	Currency	Rate	KIP Amount Debit	KIP Amount Credit
1	552		Banks - Foreign currencies	THB	1	0.00	0.00
1		763	Exchange gains	THB	1	0.00	0.00

10

Click: Currency and then Enter
(Program will note Account Alto)

Question

? The Transaction was balance, do you want to save?

Yes No

11

Click: Yes then enter the key board

Information

i Save Successfully!

OK

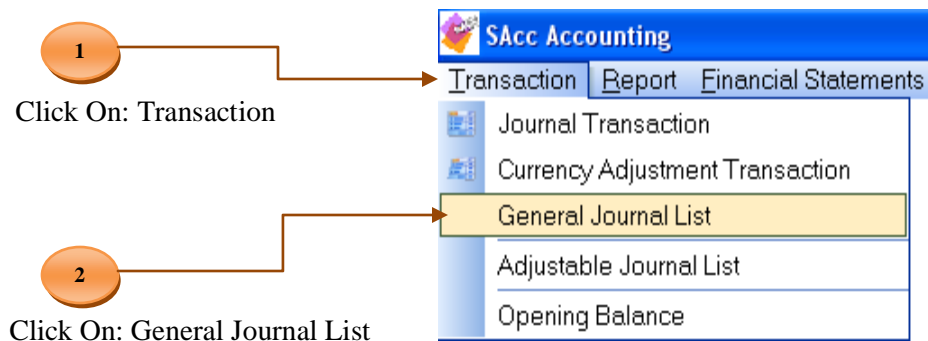
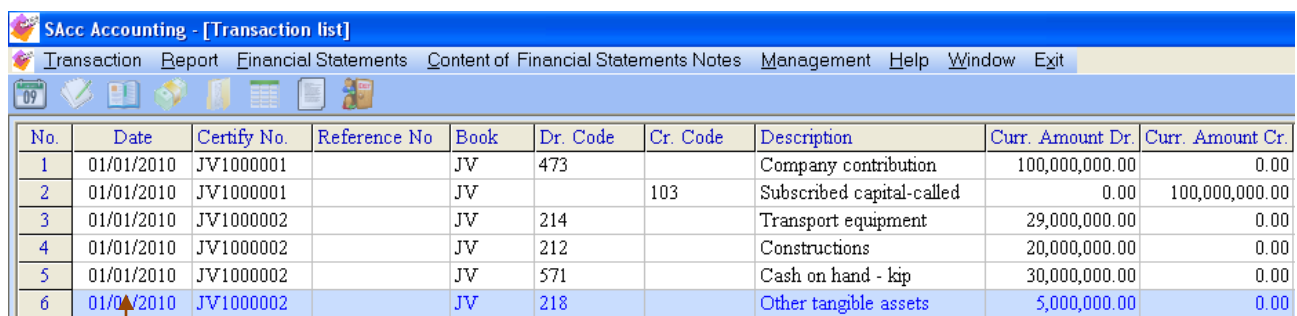
12

Click: OK

- If the exchange rate in the account closing date is less than the average exchange rate which mean it is loss. So the record should be recorded in the 663 debit account and the credit account for the adjustment currency.
- If the exchange rate in the account closing date is more than the average exchange rate which mean it is profit. So the record should be recorded in the debit for the adjustment currency account and the 763 credit account. Adjustable currency account

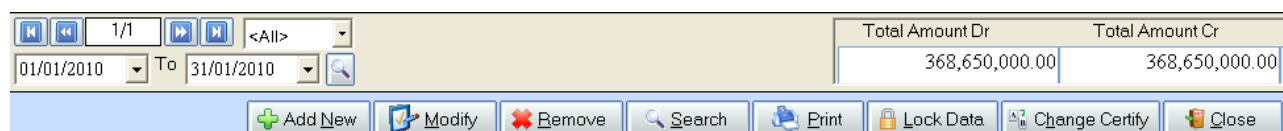
6.2 Editing of entries account record of adjustable currency account

If there is mistake on the currency account adjustment or users would like to edit. When users record the entries, the program will allow users to remove the mistake entries then adjusted for the new entries.

No.	Date	Certify No.	Reference No	Book	Dr. Code	Cr. Code	Description	Curr. Amount Dr.	Curr. Amount Cr.
1	01/01/2010	JV1000001		JV	473		Company contribution	100,000,000.00	0.00
2	01/01/2010	JV1000001		JV		103	Subscribed capital-called	0.00	100,000,000.00
3	01/01/2010	JV1000002		JV	214		Transport equipment	29,000,000.00	0.00
4	01/01/2010	JV1000002		JV	212		Constructions	20,000,000.00	0.00
5	01/01/2010	JV1000002		JV	571		Cash on hand - kip	30,000,000.00	0.00
6	01/01/2010	JV1000002		JV	218		Other tangible assets	5,000,000.00	0.00

3 Click On: Currency Adjustment Transaction List

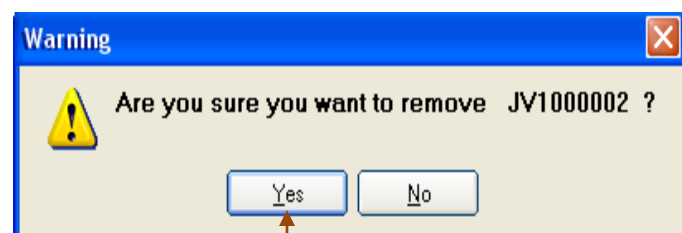


Navigation: 1/1, <All>, 01/01/2010 To 31/01/2010

Total Amount Dr: 368,650,000.00 | Total Amount Cr: 368,650,000.00

Buttons: Add New, Modify, Remove, Search, Print, Lock Data, Change Certify, Close

4 Click: Remove



5 Click: Yes



Chapter 7: Recording and Editing Adjustable Transaction Entries

7.1 Recording adjustable transaction entries

The journal entries adjustment is the transaction entries in the account, adjustment entries at the end of the year such as deducted of the depreciation cost, impairment cost and other adjusted account. The program will separate adjustment entries from the journal transaction in which the annual report document will be clearly separated before adjustment and after adjustment.

1 Click On: Transaction

2 Click On: Adjustable Journal List

3 Click On: Add New

The screenshot shows the SAcc Accounting software interface. The 'Transaction' menu is open, displaying options: Journal Transaction, Currency Adjustment Transaction, General Journal List, Adjustable Journal List (highlighted), and Opening Balance. Below the menu, the 'Add New' button is highlighted in the toolbar. The main window shows fields for 'Total Amount Dr' and 'Total Amount Cr', both set to 0.

4 **In step of save file we can save the same account detail above**

The screenshot shows the 'SAcc Accounting - [Adjustment]' window. It includes fields for Date (23/01/2010), Journal Book (AJ), Certify No. (AJ1000001), and Reference No. The Description field is empty. The Amount field is set to 0. The Amount in word field is empty. There is a 'Print Voucher' checkbox which is checked. Below these fields is a table with the following columns: No., Debit Code, Credit Code, Type, Description, Amount Debit, Amount Credit, and Currency.

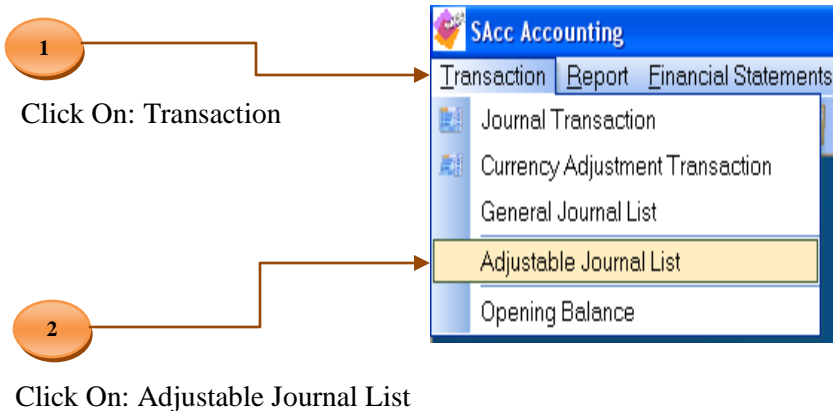
No.	Debit Code	Credit Code	Type	Description	Amount Debit	Amount Credit	Currency
1							

The record procedures is the same as the account transaction record method as mentioned above



7.2 Editing the adjustable transaction entries record

Editing of adjustable transaction which is already recorded, if user would like to adjust or edit account recorded transaction, you can follow the program procedures as the journal.



SAcc Accounting - [Transaction list]

Transaction Report Financial Statements Content of Financial Statements Notes Management Help Window Exit

No.	Date	Certify No.	Reference No	Book	Dr. Code	Cr. Code	Description	Curr. Amount Dr.	Curr. Amount Cr.
1	01/01/2010	JV1000001		JV	473		Company contribution	100,000,000.00	0.00
2	01/01/2010	JV1000001		JV		103	Subscribed capital-called	0.00	100,000,000.00
3	01/01/2010	JV1000002		JV	214		Transport equipment	29,000,000.00	0.00
4	01/01/2010	JV1000002		JV	212		Constructions	20,000,000.00	0.00
5	01/01/2010	JV1000002		JV	571		Cash on hand - kip	30,000,000.00	0.00
6	01/01/2010	JV1000002		JV	218		Other tangible assets	5,000,000.00	0.00

01/01/2010 To 31/01/2010

Total Amount Dr: 368,650,000.00 Total Amount Cr: 368,650,000.00

Buttons: Add New, Modify, Remove, Search, Print, Lock Data, Change Certify, Close

3 Click: Edit and then to Next Step

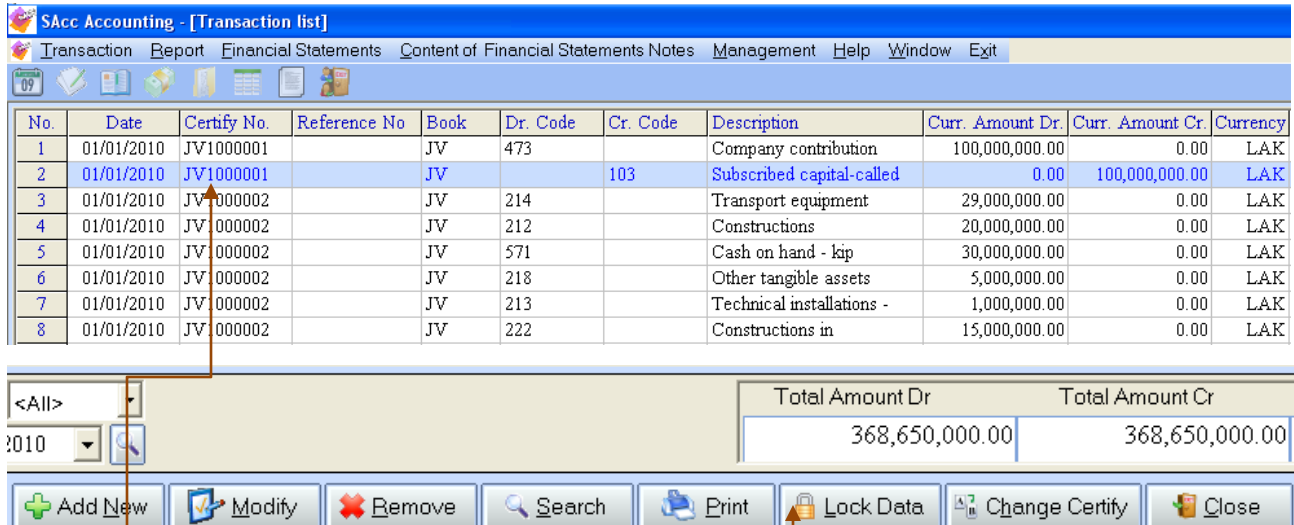
4 Click on the item you want
And Click Order You Want

	Modify	Edit
	Remove	Remove
	Lock Data	Lock Data
	Add New	Add New
	Curr. Adj.	Curr. Adj.
	Print	Print
	Close	Close

Chapter 8: Locking and Unlocking the Accounting Record Information

8.1 Locking the transaction information

Users can lock all the recorded transaction account in the program such as initial opening balance, journal transaction and adjustable transaction in order to prevent being removed and edited. Users can lock by the program function condition which locked as confirmation, date and month.

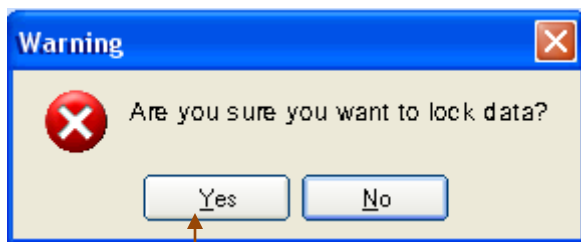
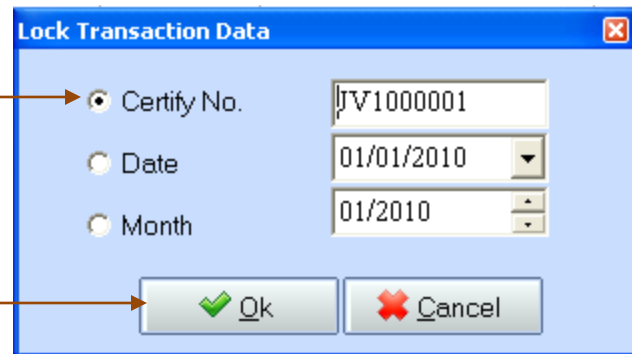


1 Click On: Item you want

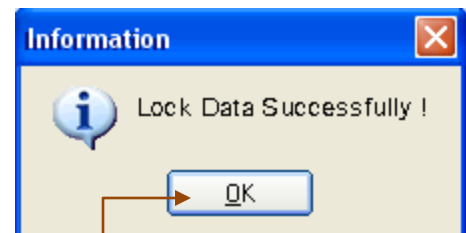
2 Click On: Lock Data

3 Choose the Lock type.

4 Click: OK



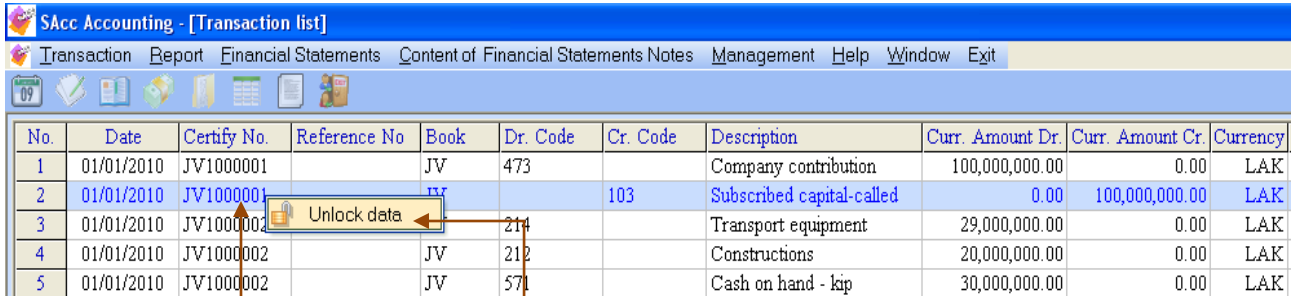
5 Click On: Yes



6 Click: OK

8.2 Unlocking the transaction information

For this program, only ADMIN is allowed to unlock the transaction information. On the other hand, USER can not unlock the transaction information in the program. Therefore, users should specify correctly the type of using (ADMIN or USER) in order to correspond with their responsibilities. For the detail, it will be mentioned in the title of protection system.

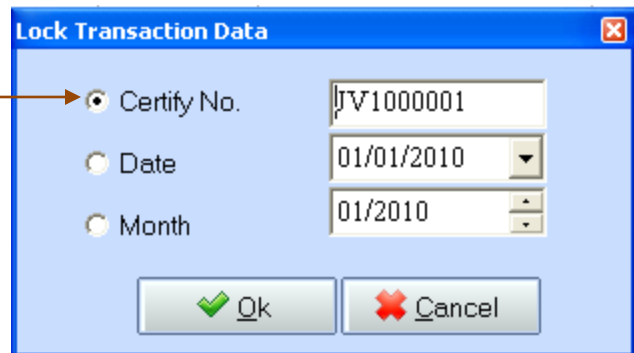
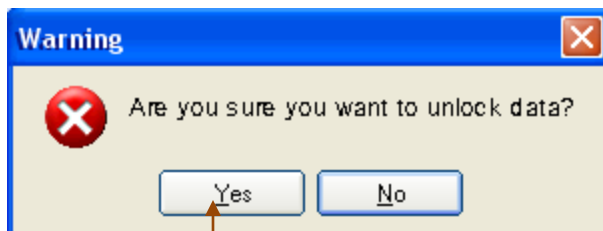


No.	Date	Certify No.	Reference No	Book	Dr. Code	Cr. Code	Description	Curr. Amount Dr.	Curr. Amount Cr.	Currency
1	01/01/2010	JV1000001		JV	473		Company contribution	100,000,000.00	0.00	LAK
2	01/01/2010	JV1000001		JV		103	Subscribed capital-called	0.00	100,000,000.00	LAK
3	01/01/2010	JV1000002		JV	214		Transport equipment	29,000,000.00	0.00	LAK
4	01/01/2010	JV1000002		JV	212		Constructions	20,000,000.00	0.00	LAK
5	01/01/2010	JV1000002		JV	571		Cash on hand - kip	30,000,000.00	0.00	LAK

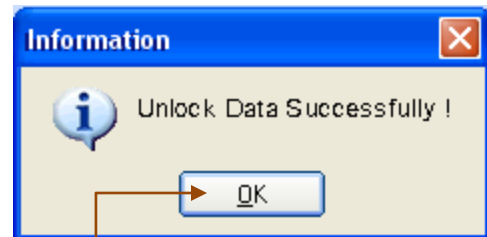
1 Click Right: Item you want

2 Click On: Unlock Data

3 Click On: Choose the Unlock type.

4 Click On: Yes



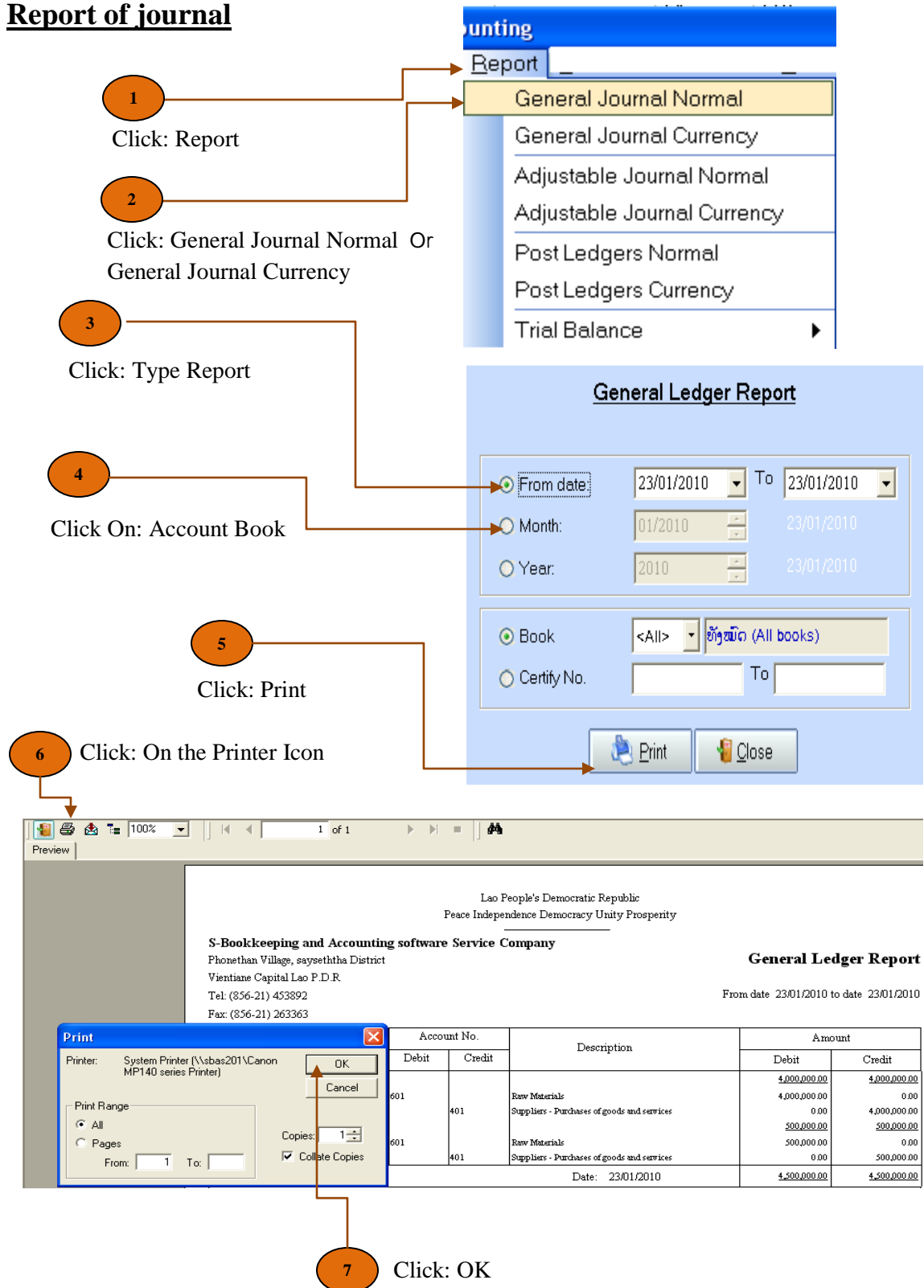
5 Click On: OK

Chapter 9: Report Documents

9.1 Accounting report documents

There are documents used in the accounting report such as summary of asset balance sheet (assets - liability), Income statement report, which can be selected for monthly, quarterly, periodically and annually reports.

9.1.1 Report of journal



1 Click: Report

2 Click: General Journal Normal Or General Journal Currency

3 Click: Type Report

4 Click On: Account Book

5 Click: Print

6 Click: On the Printer Icon

7 Click: OK

General Ledger Report

From date: 23/01/2010 To: 23/01/2010

Month: 01/2010 23/01/2010

Year: 2010 23/01/2010

Book: <All> ທັງໝົດ (All books)

Certify No. To

Print Close

Preview

Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

S-Bookkeeping and Accounting software Service Company
Phonethan Village, sayseththa District
Vientiane Capital Lao P.D.R.
Tel: (856-21) 453892
Fax: (856-21) 263363

General Ledger Report

From date 23/01/2010 to date 23/01/2010

Account No.	Debit	Credit	Description	Amount	
				Debit	Credit
601			Raw Materials	4,000,000.00	4,000,000.00
		401	Suppliers - Purchases of goods and services	4,000,000.00	0.00
				0.00	4,000,000.00
				500,000.00	500,000.00
601			Raw Materials	500,000.00	0.00
		401	Suppliers - Purchases of goods and services	0.00	500,000.00
				0.00	500,000.00
			Date: 23/01/2010	4,500,000.00	4,500,000.00

Print Range: All Pages From: 1 To: 1

Printer: System Printer (\\sbs201\Canon MP140 series Printer)

OK Cancel

Copies: 1 Collate Copies



9.1.2 Report of general ledger by category

This program specifies the form of ledger account in to 3 forms:

- General form is for general accounts
- Having original value form is appropriate for accounts that want to pursuance the original value especially for currency.

Diagram illustrating the steps to generate a General Ledger Report:

- Click: Report
- Click: Post Ledgers Normal
- Click: The Period Report
- Type The Account Code you want
- Click: For Print Report Have 2Format:
- Print Continue
- New Page
- Click: On the Printer Icon
- Click: OK

The screenshot shows the 'Accounting' menu with 'Report' selected, leading to 'Post Ledgers Normal'. The 'Posted Ledger Report' dialog box is shown with the following settings:

- From date: 23/01/2010 To: 23/01/2010
- Month: 01/2010 (01/01/2010 to 31/01/2010)
- Year: 2010
- Account Code: 571 To: 571
- Report type: ☒ Print Continue ☐ New Page
- Account Group: ☒ Asset and Payment ☐ Liability, Income and Fund

The 'Print' button is clicked, leading to the 'Print' dialog box. The 'Print Range' is set to 'All' and 'Collate Copies' is checked. The 'Print' button is clicked, leading to the 'General Ledger Report'.

The 'General Ledger Report' shows the following data:

Account No.		Description	Amount	
Debit	Credit		Debit	Credit
			4,000,000.00	4,000,000.00
601	401	Raw Materials	4,000,000.00	0.00
		Suppliers - Purchases of goods and services	0.00	4,000,000.00
			500,000.00	500,000.00
601	401	Raw Materials	500,000.00	0.00
		Suppliers - Purchases of goods and services	0.00	500,000.00
Date: 23/01/2010			4,500,000.00	4,500,000.00

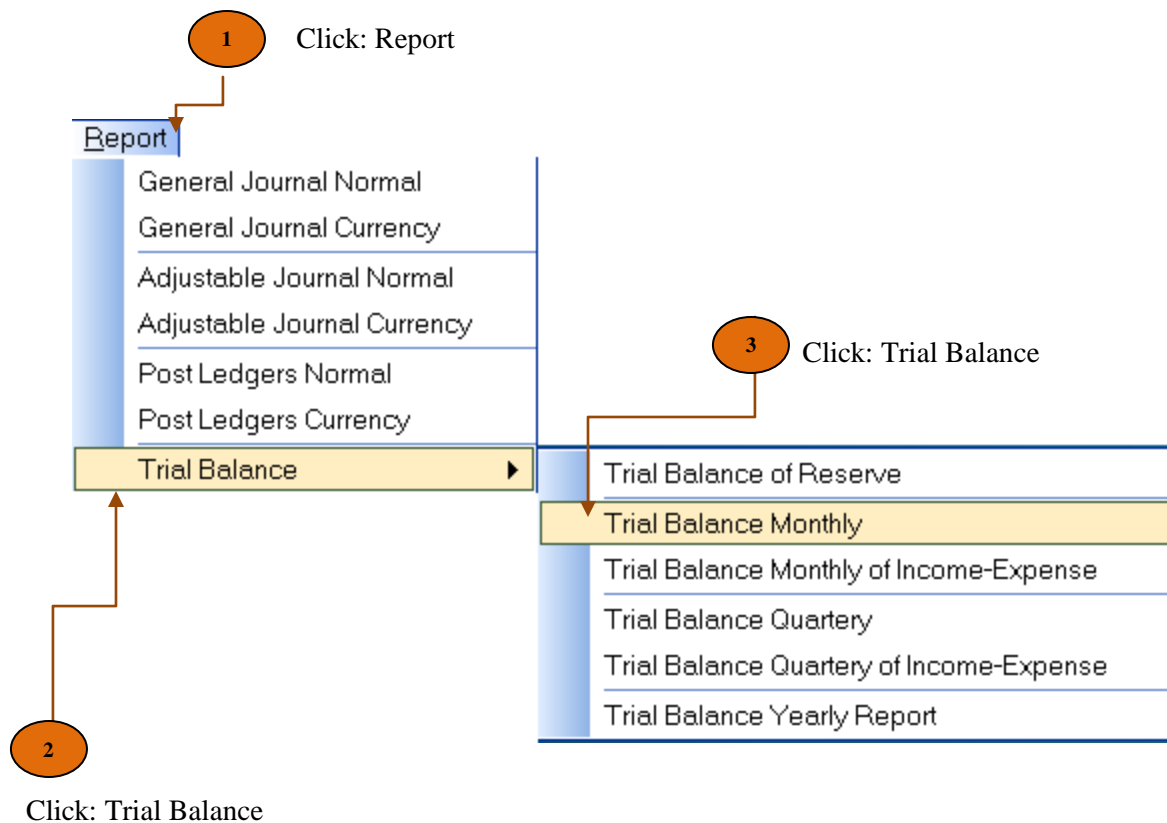


9.1.3 Report of trial balance

In order to correspond to users' requirement, there are many categories of balance sheets, which users can choose for daily, monthly, in quarterly, periodically and annually reports. However, checking the report documents is having the same procedures.

- Reserved balance sheet is to audit the transaction accounts followed with the accounting code of a period of time that want to do the auditing and report.
- Monthly balance sheet is to summarize transactions in the month to prepare for auditing and reporting the financial statement information which composed with general balance sheet and income-expense balance sheet.
- Quarterly balance sheet is to summarize all transaction entries in every 3 months in order to audit and report the financial statement information which composed with general balance sheet and income-expense balance sheet.

Annually balance sheet is to summarize yearly transactions in 1 year in order audit and report the financial statement information which composed with general balance sheet before adjustment, general balance sheet after adjustment, income-expense balance sheet before –after adjustment and balance sheet after creating income statement.



4
Click: Month for Report

5
Click: Format Report

6
Click: Print

Trial Balance Monthly

Period

<input type="radio"/> January	<input type="radio"/> May	<input type="radio"/> September
<input type="radio"/> February	<input type="radio"/> June	<input type="radio"/> October
<input type="radio"/> March	<input checked="" type="radio"/> July	<input type="radio"/> November
<input type="radio"/> April	<input type="radio"/> August	<input type="radio"/> December

Report Type

<input checked="" type="radio"/> Main Account	<input type="radio"/> Group by main Account	<input type="radio"/> Detail
-----------------------------------------------	---------------------------------------------	------------------------------

7
Click: On the Printer Icon

Preview

Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

S-Bookkeeping and Accounting software Service Company
Phonethan Village, sayseththa District
Vientiane Capital Lao P.D.R.
Tel: (856-21) 453892
Fax: (856-21) 263363

Trial Balance
Month July (7) Year 2010

No: _____ /

Account Code	Opening Balance		Journal		Balance	
	Debit	Credit	Debit	Credit	Debit	Credit
101	0.00	100,000,000.00	0.00	0.00	0.00	0.00
103	0.00	200,000,000.00	0.00	0.00	0.00	0.00
212	20,000,000.00	0.00	0.00	0.00	20,000,000.00	0.00
213	1,000,000.00	0.00	0.00	0.00	1,000,000.00	0.00
214	29,000,000.00	0.00	0.00	0.00	29,000,000.00	0.00
218	5,000,000.00	0.00	0.00	0.00	5,000,000.00	0.00
222	15,000,000.00	0.00	0.00	0.00	15,000,000.00	0.00

Print

Printer: System Printer (\\sbs201\Canon MP140 series Printer)

Print Range
☒ All
☐ Pages
 From: 1 To: 1

Copies: 1
☒ Collate Copies

OK Cancel

8
Click: OK

9.2 Financial Statement

9.2.1 Report of balance sheet

There are 2 forms of report: the summary form for official report and the detail form for audit and report.

1 Click: Financial Statement

2 Click: Balance Sheet

3 Click: Balance Sheet-Assets

4 Click: Report Monthly, Quarterly, yearly.

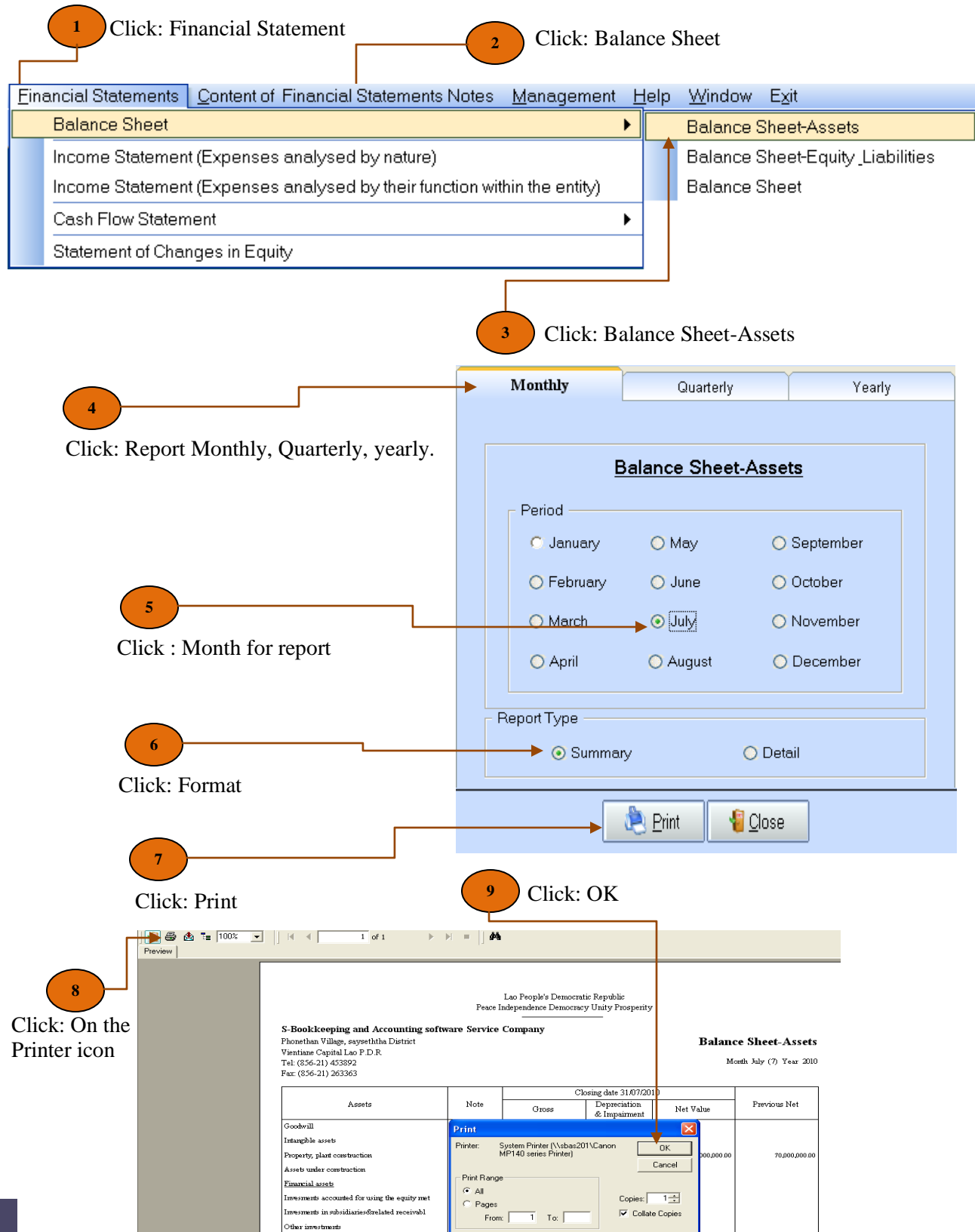
5 Click : Month for report

6 Click: Format

7 Click: Print

8 Click: On the Printer icon

9 Click: OK



The screenshot shows the S-ACC Accounting Software interface. The menu bar includes 'Financial Statements', 'Content of Financial Statements', 'Notes', 'Management', 'Help', 'Window', and 'Exit'. The 'Financial Statements' menu is open, showing options like 'Balance Sheet', 'Income Statement (Expenses analysed by nature)', 'Income Statement (Expenses analysed by their function within the entity)', 'Cash Flow Statement', and 'Statement of Changes in Equity'. The 'Balance Sheet' option is selected, and the 'Balance Sheet-Assets' sub-menu is open, showing options like 'Balance Sheet-Assets', 'Balance Sheet-Equity_Liabilities', and 'Balance Sheet'. The 'Balance Sheet-Assets' option is selected. The 'Balance Sheet-Assets' dialog box is shown, with the 'Monthly' tab selected. The 'Period' section shows a grid of months from January to December, with 'July' selected. The 'Report Type' section shows 'Summary' selected. The 'Print' button is visible. The 'Preview' window shows the report for 'Month July (7) Year 2010'. The report includes a header with the company name 'S-Bookkeeping and Accounting software Service Company' and a table with columns for 'Assets', 'Note', 'Gross', 'Depreciation & Impairment', 'Net Value', and 'Previous Net'. The table lists various assets like Goodwill, Intangible assets, Property, plant construction, Assets under construction, Financial assets, Investments accounted for using the equity method, Investments in subsidiaries-related receivables, and Other investments. A 'Print' dialog box is also shown, with the 'Printer' set to 'System Printer (\\sbs201\\Canon MP140 series Printer)' and the 'Print Range' set to 'All'.

9.2.2 Report of income statement

There are 2 forms of report: summary form for official report also including with two forms (defined and general forms) and detail form for audit and report.

1 Click: Financial Statement

2 Click: Income Statement

3 Click: Report Monthly, Quarterly, yearly.

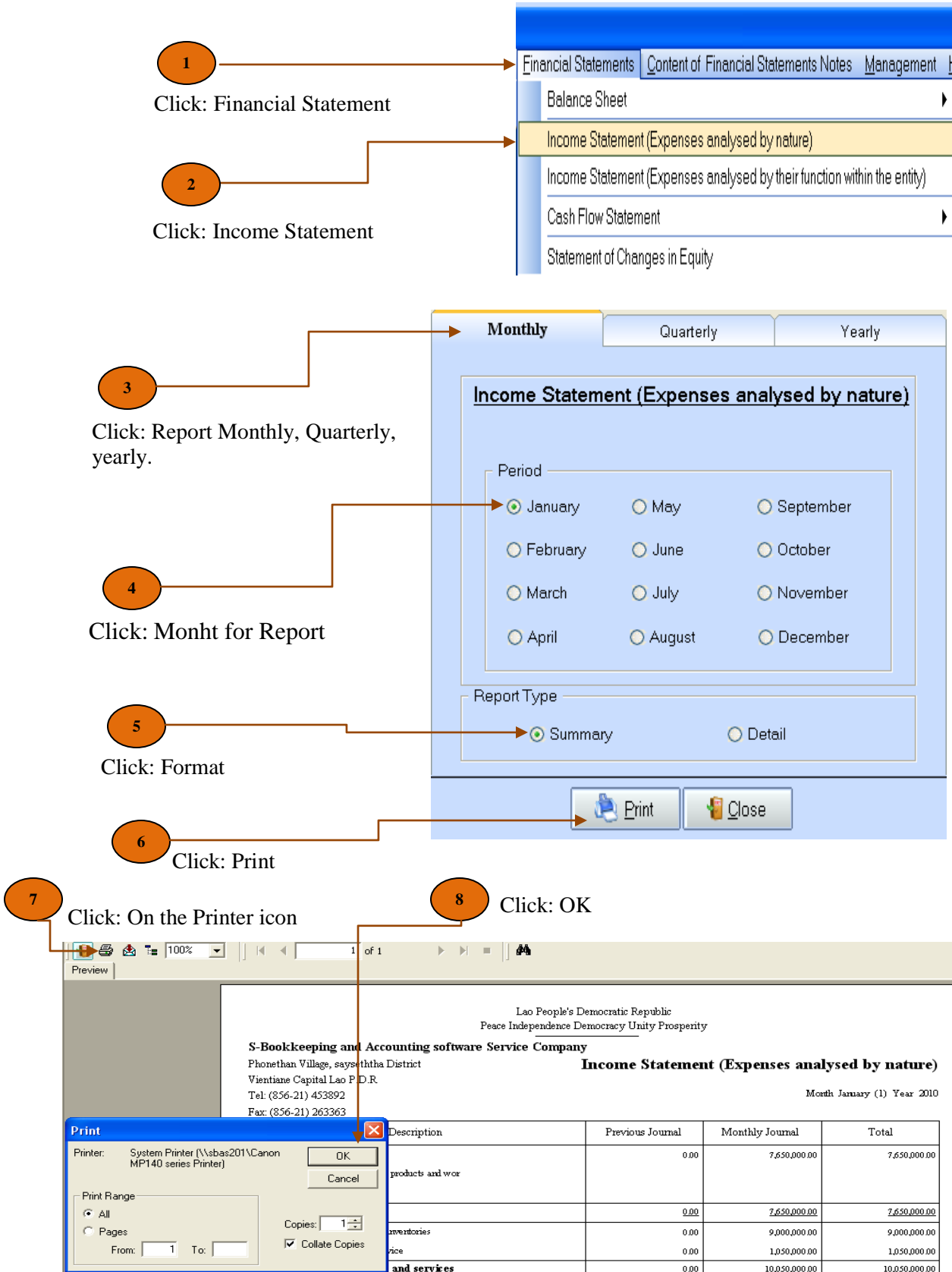
4 Click: Month for Report

5 Click: Format

6 Click: Print

7 Click: On the Printer icon

8 Click: OK



Income Statement (Expenses analysed by nature)

Period

☒ January ☐ May ☐ September

☐ February ☐ June ☐ October

☐ March ☐ July ☐ November

☐ April ☐ August ☐ December

Report Type

☒ Summary ☐ Detail

Print Close

Preview

1 of 1

Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

S-Bookkeeping and Accounting software Service Company
Phonethan Village, saysettha District
Vientiane Capital Lao P.D.R.
Tel: (856-21) 453892
Fax: (856-21) 263363

Income Statement (Expenses analysed by nature)

Month January (1) Year 2010

Description	Previous Journal	Monthly Journal	Total
products and work	0.00	7,650,000.00	7,650,000.00
inventories	0.00	9,000,000.00	9,000,000.00
rice	0.00	1,050,000.00	1,050,000.00
and services	0.00	10,050,000.00	10,050,000.00

Print

Printer: System Printer (\\sbs201\Canon MP140 series Printer)

Print Range

☒ All ☐ Pages

From: 1 To: 1

Copies: 1

☒ Collate Copies

OK Cancel



9.3 Attached report documents

There are documents including in the software which used to analyze such as total cash flow table, capital differentiation report, fixed assets table, debt receivable-debt payable tables, capital corporation table, statistic table, and taxation table.

1 Click: Content of financial Statements Notes

2 Click: Assets Report

3 Click: Another Report

4 Click: Report Monthly, Quarterly, yearly.

5 Click: Month for Report

6 Click: Format

7 Click: Print

8 Click: On the Printer icon

9 Click: OK

Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

S-Bookkeeping and Accounting software Service Company
Phonethan Village, sayseththa District
Vientiane Capital Lao P.D.R.
Tel: (856-21) 453892
Fax: (856-21) 263363

ANALYSIS OF IMPAIRMENT LOSSES
PLANT, EQUIPMENT, INVESTMENTS&OTI
Month July (7) Year

Description	Note	Opening gross amount
Intangible asset		
Property, plant & equipment		36,000,000.00
Rental		
Investments		
Other non-current financial assets		
Total		36,000,000.00

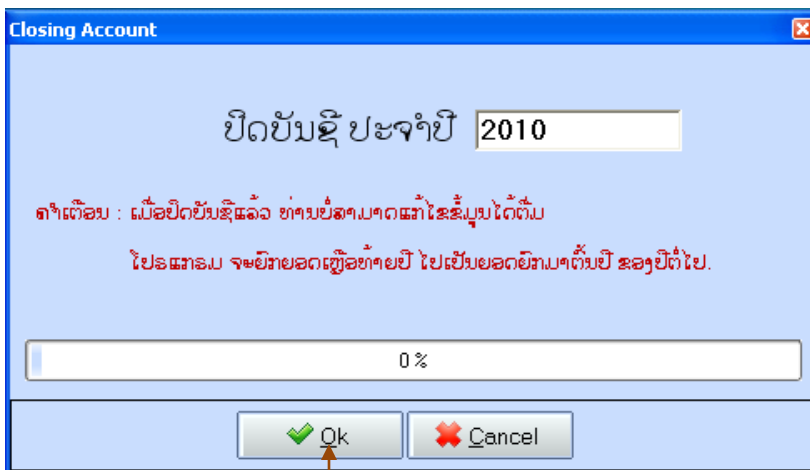
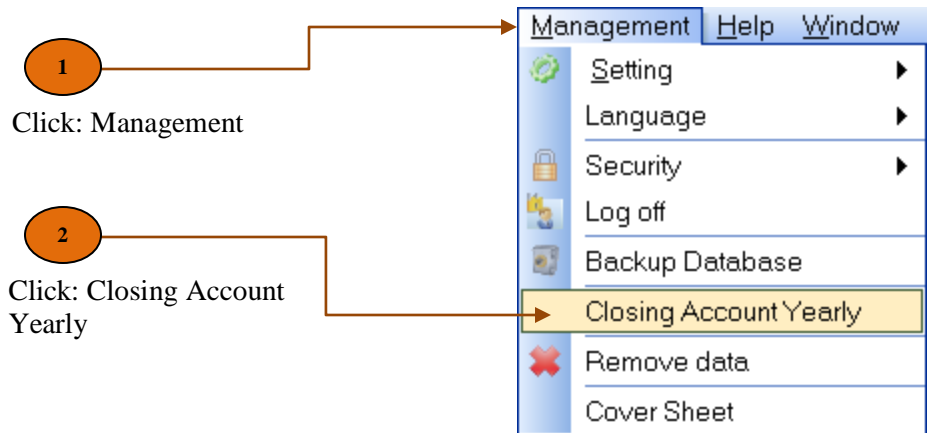
Print Range: ☒ All ☐ Pages
From: 1 To: 1
Copies: 1
☒ Collate Copies

Chapter 10: Closing account and Editing of Closing Account

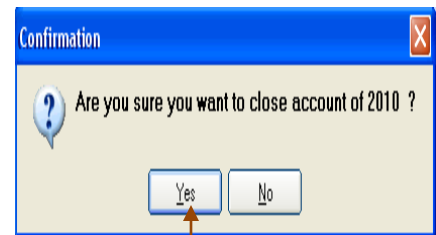
10.1 Closing account

After the complete of annual account record and adjustment, it requires doing yearly closing the account for software will automatically transfer the ending balance of the closed year to the opening balance of the next year.

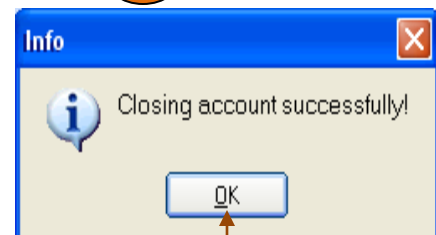
It is unnecessary to close the account at the end of the year because the software system can be defined the closing date itself. After the account has been closed, the software will automatically lock the transaction information of the closed year. Therefore, users can no longer record, edit or remove any information from the account.



3 Click: OK



4 Click: Yes

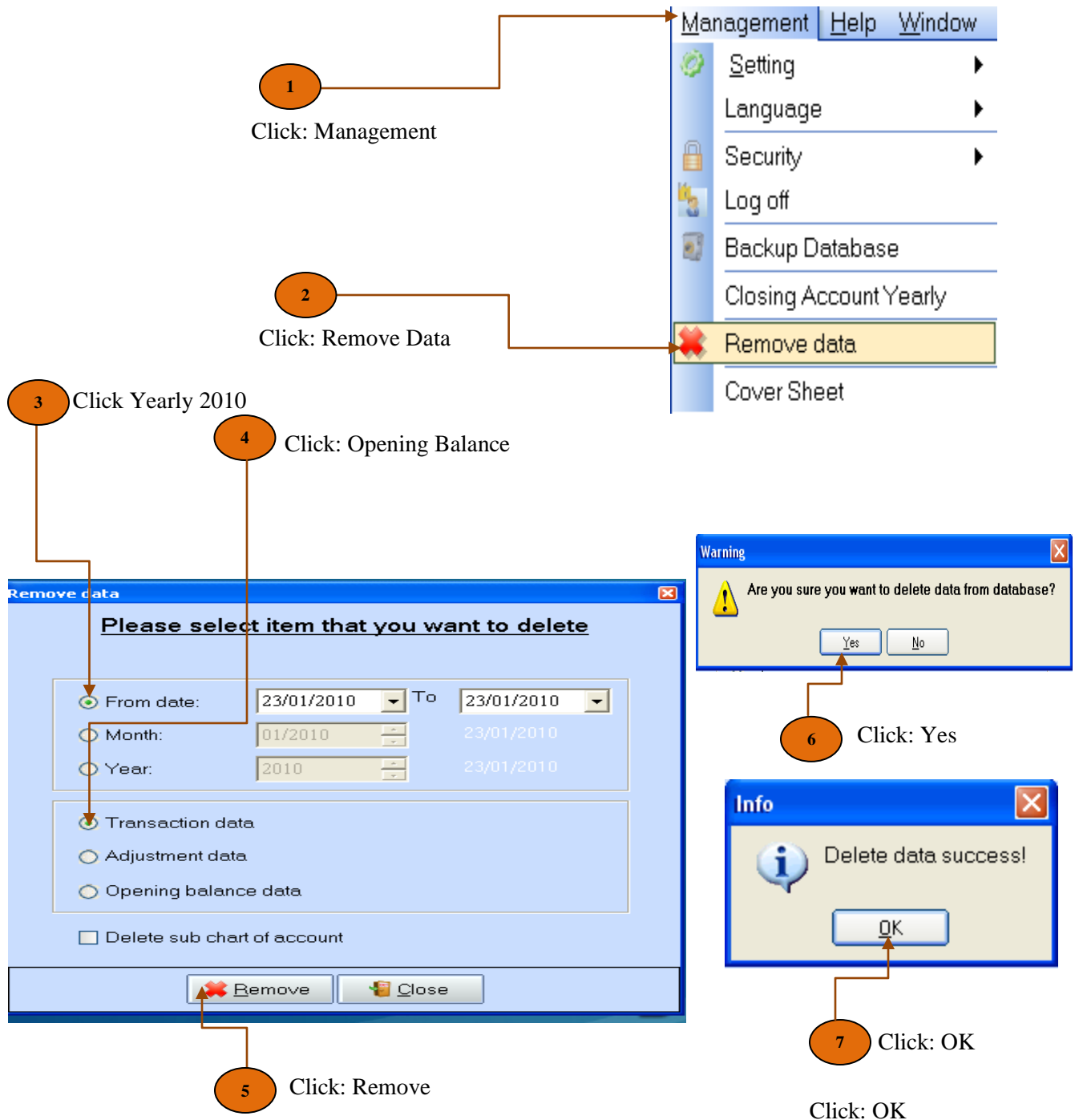


5

10.2 Editing of the closing account

If the account has been closed, but users would like to re-edit or re-adjust the transactions, users have to remove the opening balance of the next year first. And then you can edit or record new information. Then users can be closed the account after editing at that year.

For example: the account of 2009 has been closed, after checking, users would like to record additional transactions. Therefore, users firstly have to remove the opening balance of 2010. And then users can record additional transactions and close the account.

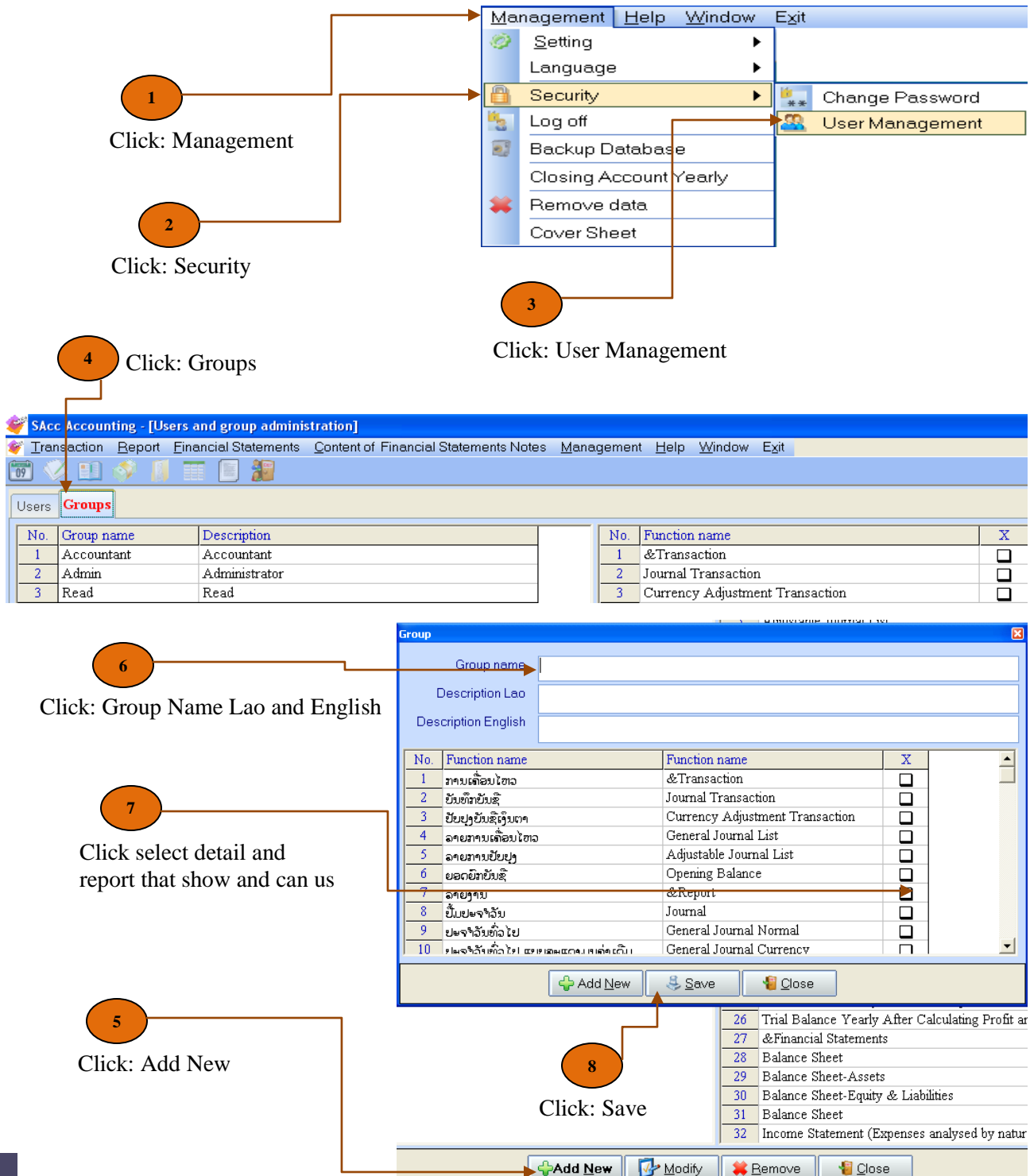


Chapter 11: Further Use

11.1 Users limitation

The numbers of software users are not limited; users can set the password to enter the software by them. Besides that, the software system allows users to design in group and select the conditions. Users can also change password and remove users' information.

Limitation of the group of Users method



Step 1: Click: Management

Step 2: Click: Security

Step 3: Click: User Management

Step 4: Click: Groups

Step 5: Click: Add New

Step 6: Click: Group Name Lao and English

Step 7: Click select detail and report that show and can us

Step 8: Click: Save

The screenshot shows the 'Users and group administration' window. The 'Groups' tab is selected, displaying a table of existing groups:

No.	Group name	Description
1	Accountant	Accountant
2	Admin	Administrator
3	Read	Read

The 'Add New' dialog box is open, showing fields for 'Group name', 'Description Lao', and 'Description English'. Below these fields is a table of functions to be assigned to the group:

No.	Function name	Function name	X
1	ການເລືອນໄຫວ	&Transaction	<input type="checkbox"/>
2	ບັນທຶກບັນຊີ	Journal Transaction	<input type="checkbox"/>
3	ປັບປຸງບັນຊີເງິນຕາ	Currency Adjustment Transaction	<input type="checkbox"/>
4	ລາຍການເລືອນໄຫວ	General Journal List	<input type="checkbox"/>
5	ລາຍການປັບປຸງ	Adjustable Journal List	<input type="checkbox"/>
6	ບອດຍົກບັນຊີ	Opening Balance	<input type="checkbox"/>
7	ລາຍການ	&Report	<input checked="" type="checkbox"/>
8	ປັບປຸງຈຳລັງ	Journal	<input type="checkbox"/>
9	ປະຈຳລັງທົ່ວໄປ	General Journal Normal	<input type="checkbox"/>
10	ປະຈຳລັງທົ່ວໄປ ດ້ານເງິນຕາ	General Journal Currency	<input type="checkbox"/>

The 'Add New' dialog box also includes buttons for 'Add New', 'Save', and 'Close'. The 'Save' button is highlighted in the screenshot.

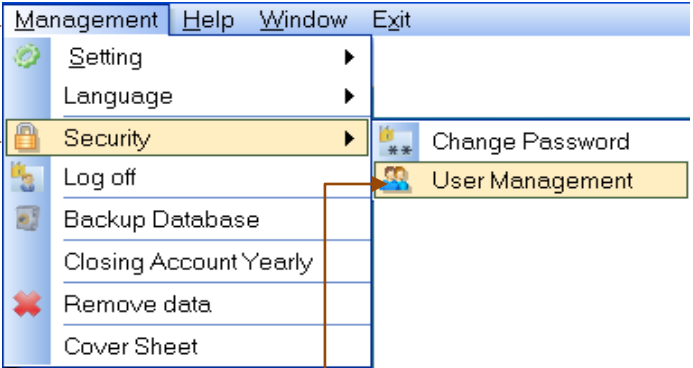
Limitation the users' method

1 Click: Management

2 Click: Security

3 Click: User Management

4 Click: Group Name



No.	User name	Full name	Unlock data
1	a	a	<input type="checkbox"/>
2	b	b	<input checked="" type="checkbox"/>
3	bs	bounkham SOULIYAVONG	<input checked="" type="checkbox"/>
4	s	SBAS COMPANY	<input checked="" type="checkbox"/>
5	vt	ລົງທຶນ	<input checked="" type="checkbox"/>

No.	Group name	Description English	X
1	Accountant	Accountant	<input type="checkbox"/>
2	Admin	Administrator	<input checked="" type="checkbox"/>
3	Read	Read	<input type="checkbox"/>

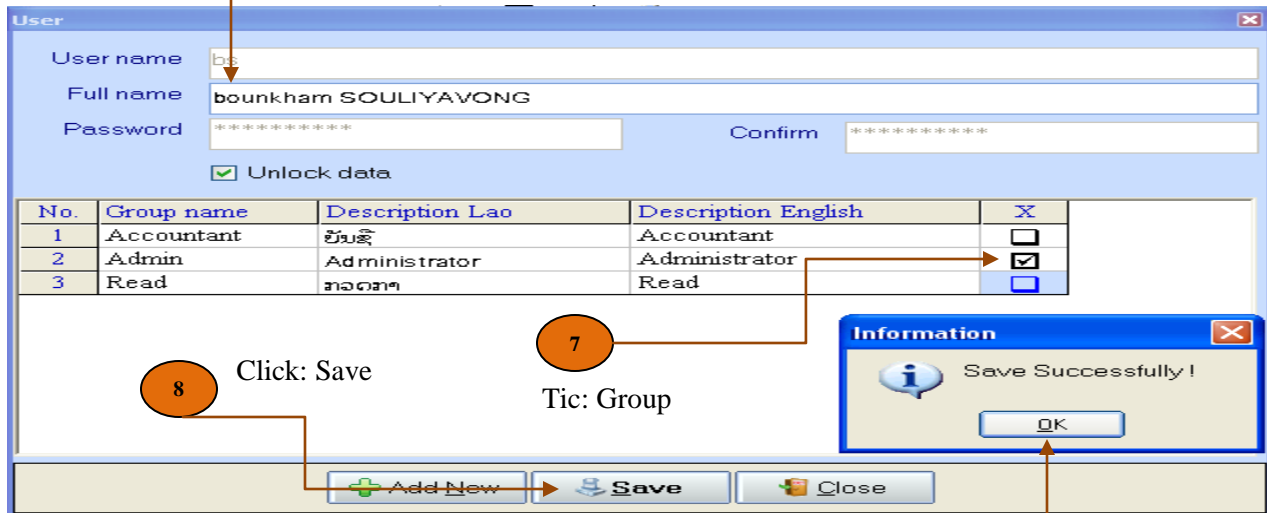
6 User Name and Full Name Lao or English

7 Tic: Group

8 Click: Save

9 Click: Ok

5 Click: Add New



No.	Group name	Description Lao	Description English	X
1	Accountant	ບັນຊີ	Accountant	<input type="checkbox"/>
2	Admin	Administrator	Administrator	<input checked="" type="checkbox"/>
3	Read	ກວດກາ	Read	<input type="checkbox"/>

Information

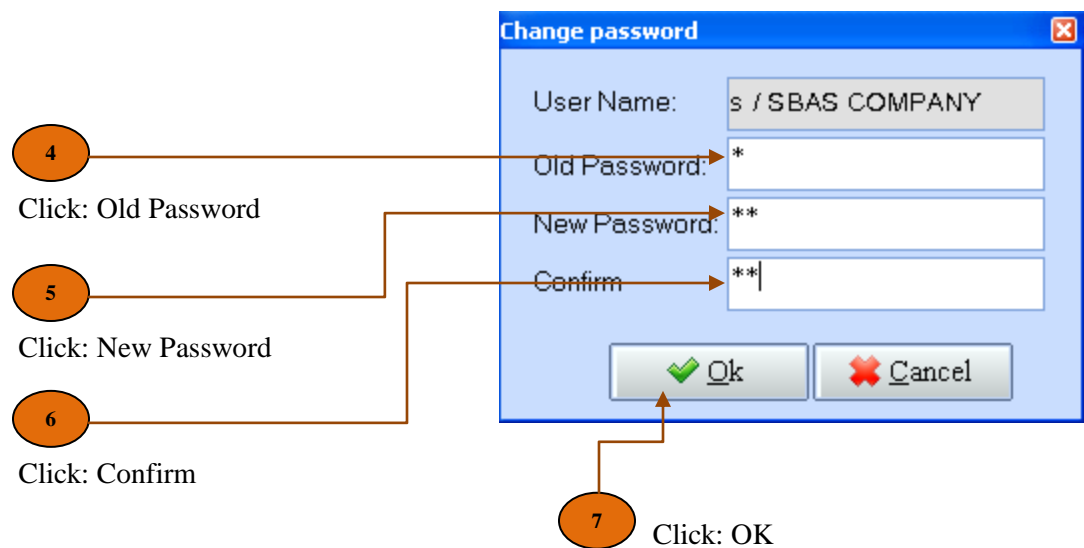
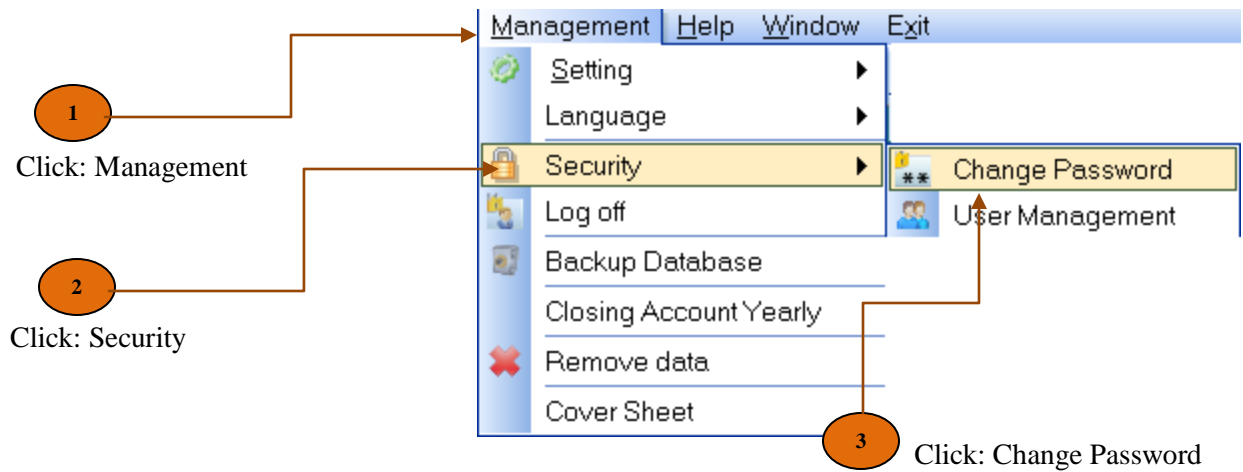
Save Successfully!

OK

Add New Modify Remove Close

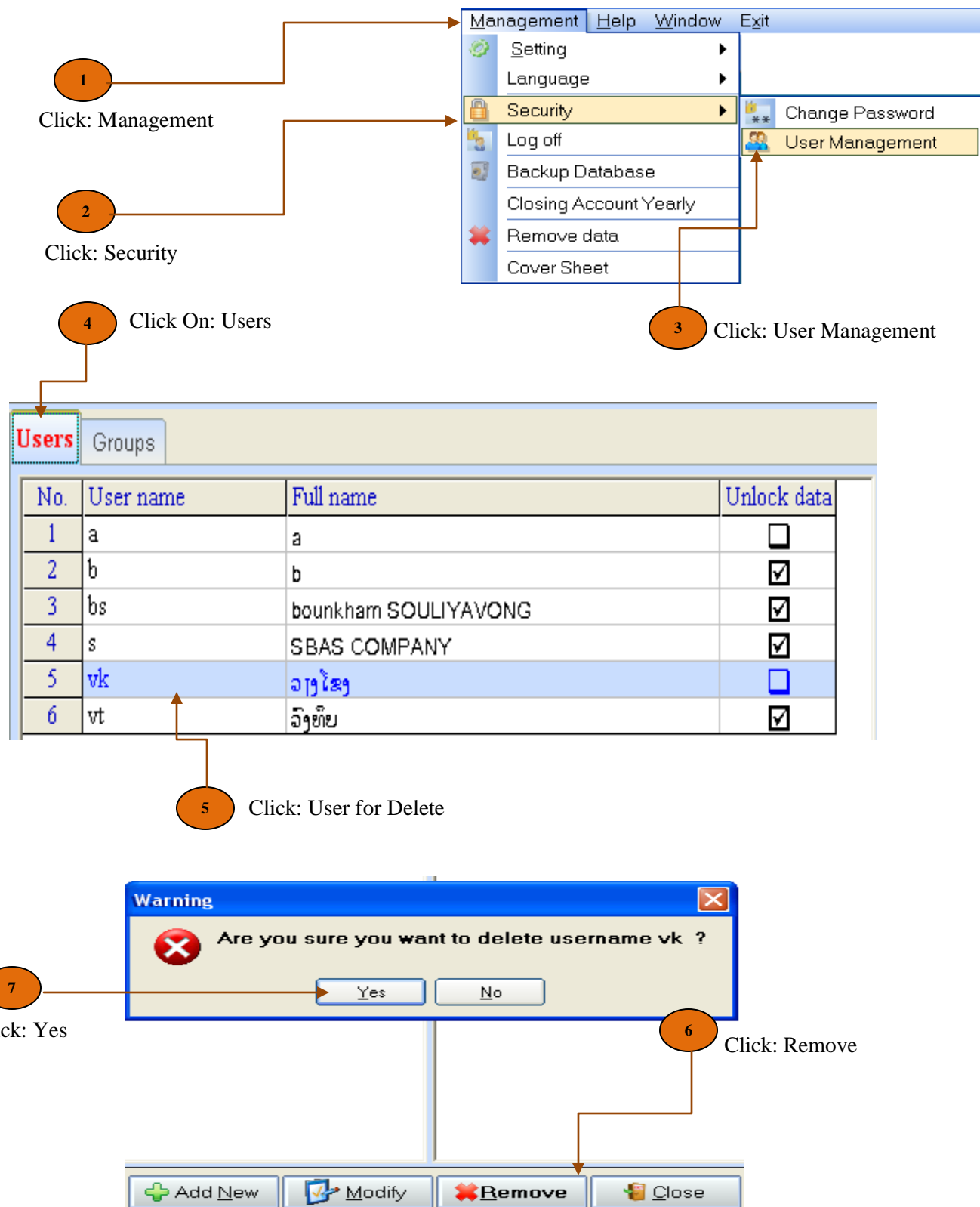
Changing the password method

Users can change a new password themselves if the previous password is known by others or other reasons, users can use the commands in the software to change it.



How to remove the users

You can stop and remove any users from the software without any effected to the record of accounting transaction information.



1 Click: Management

2 Click: Security

3 Click: User Management

4 Click On: Users

5 Click: User for Delete

6 Click: Remove

7 Click: Yes

No.	User name	Full name	Unlock data
1	a	a	<input type="checkbox"/>
2	b	b	<input checked="" type="checkbox"/>
3	bs	bounkham SOULIYAVONG	<input checked="" type="checkbox"/>
4	s	SBAS COMPANY	<input checked="" type="checkbox"/>
5	vk	ວຽໂຂງ	<input type="checkbox"/>
6	vt	ວົງທິຍ	<input checked="" type="checkbox"/>

Warning

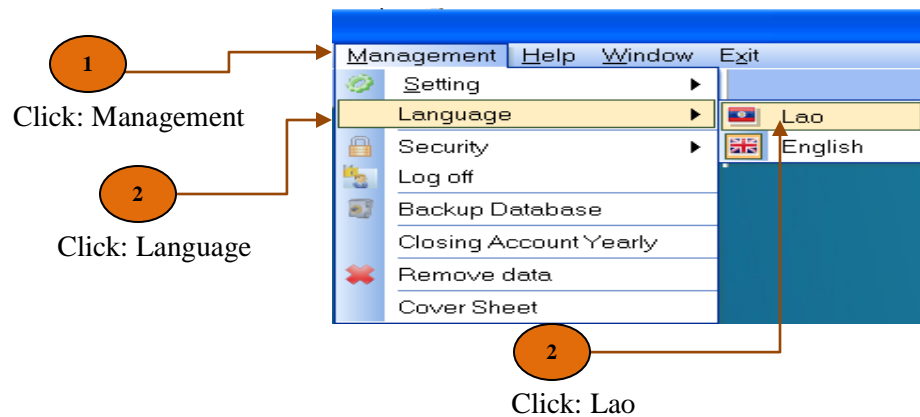
Are you sure you want to delete username vk ?

Yes No

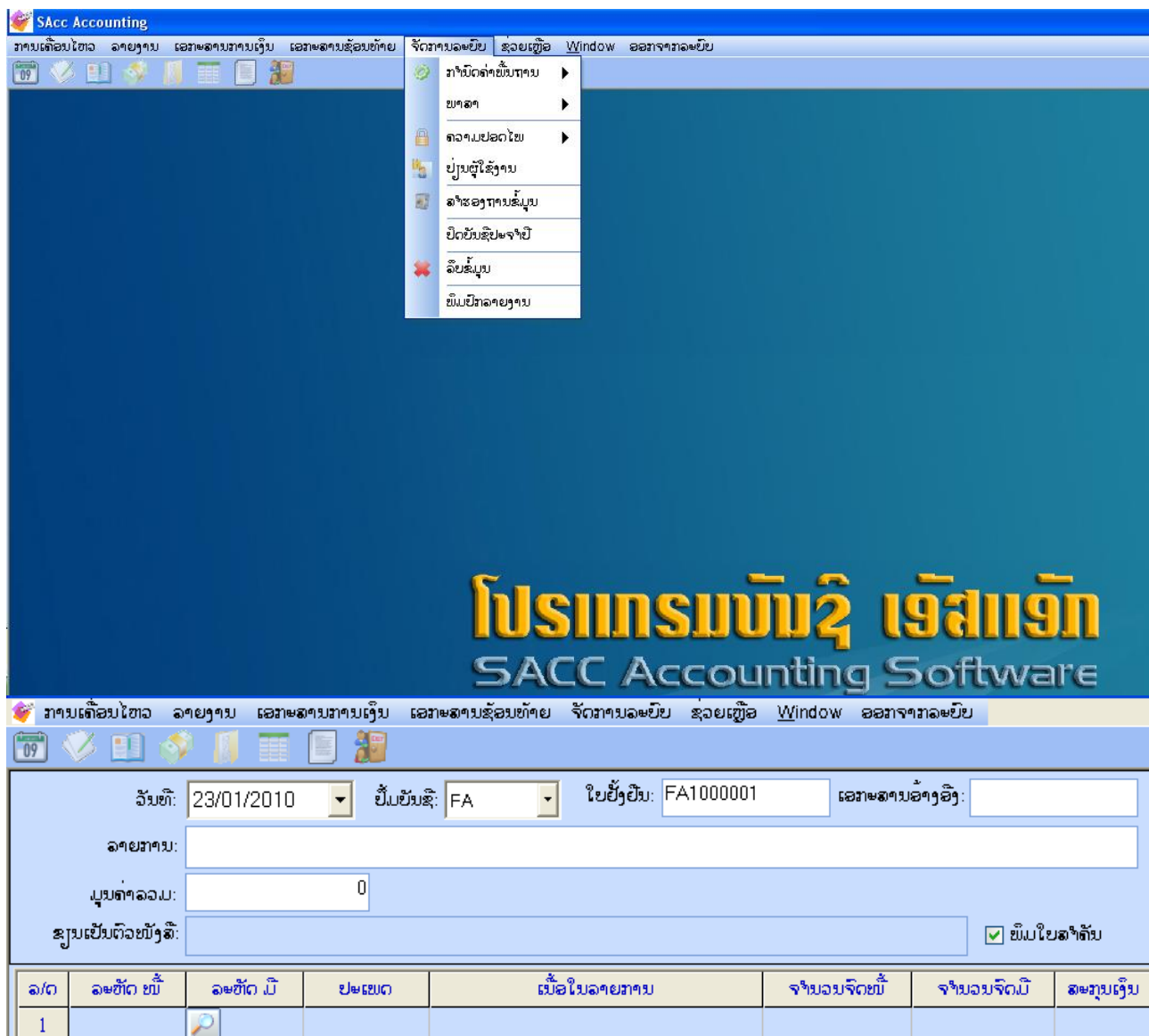
Add New Modify Remove Close

11.2 Using and reporting in Lao

This software is designed to be used for 2 languages: Lao and English. When users want to use and print the report in to the English, it can do so just using the software commands to change the language.

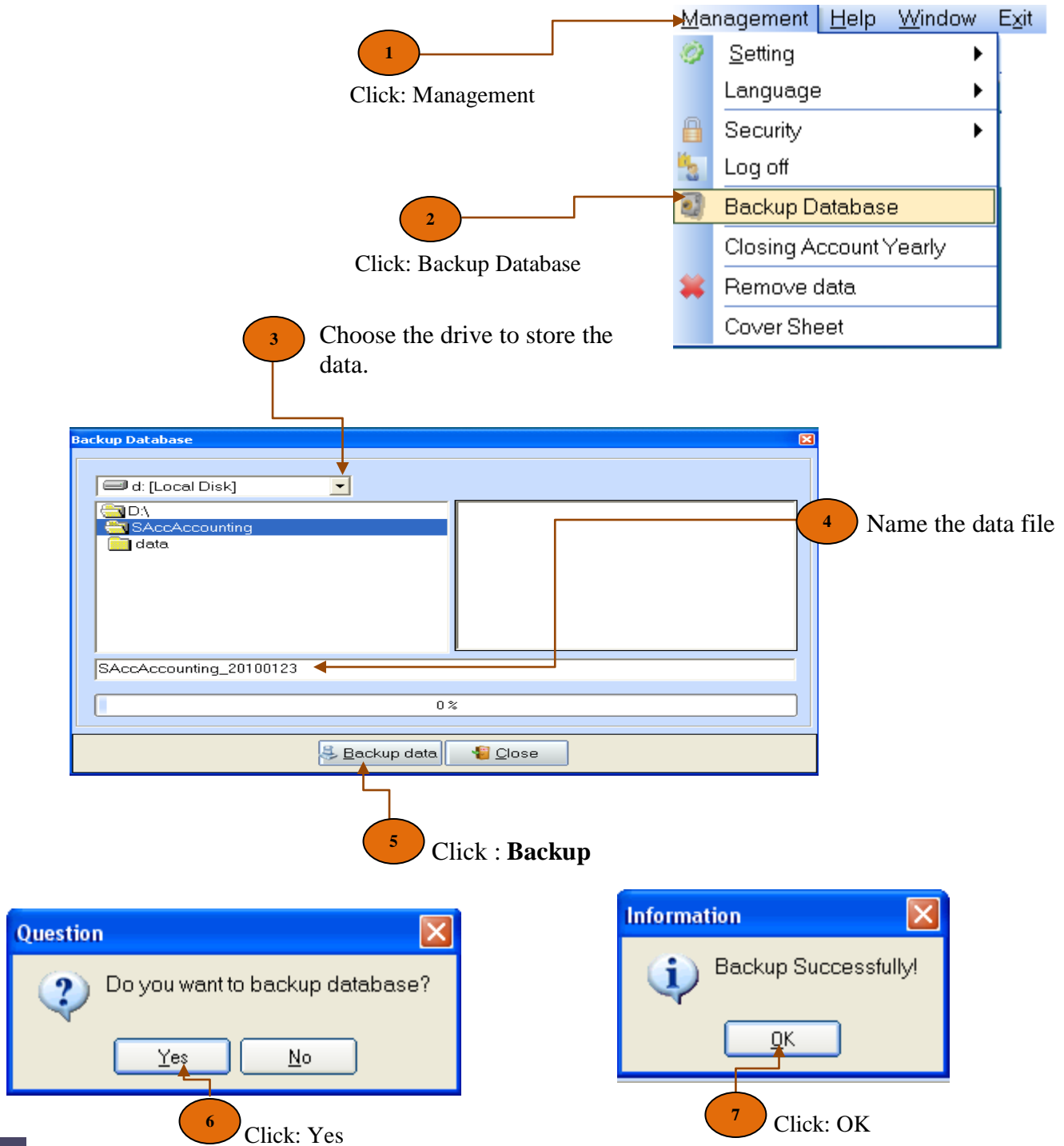


Language Changing



11.3 Reserve of data base

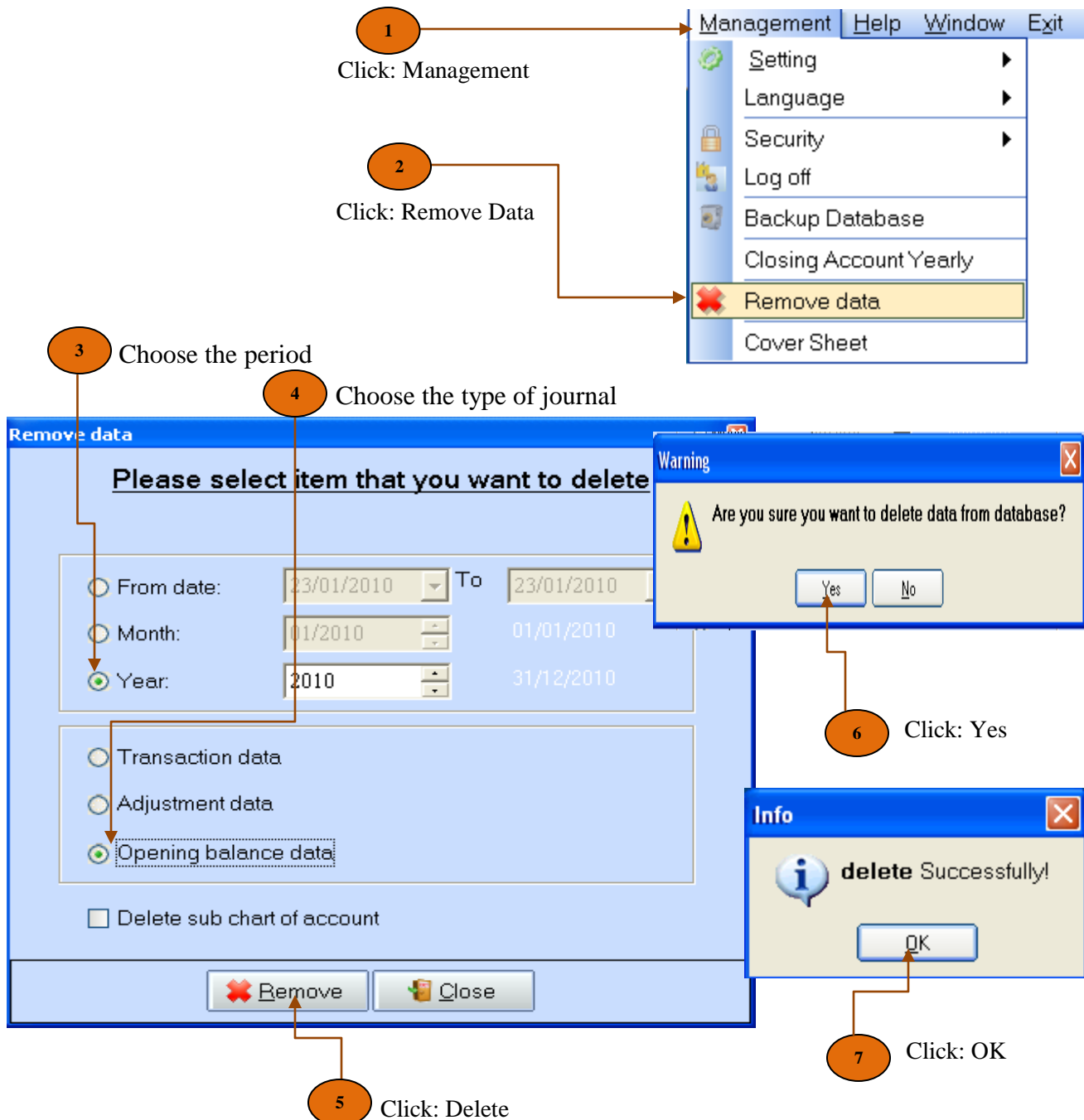
In order to protect the data base from damage, there is a software command to reserve the data base. All data recorded in the reserved data base can not be opened in another file type, just only back up in the program system of our company only. Users can also save the reserved data base in USB, CD, and external hard disk in order to avoid the data loss due to computer error.



11.4 Information removal

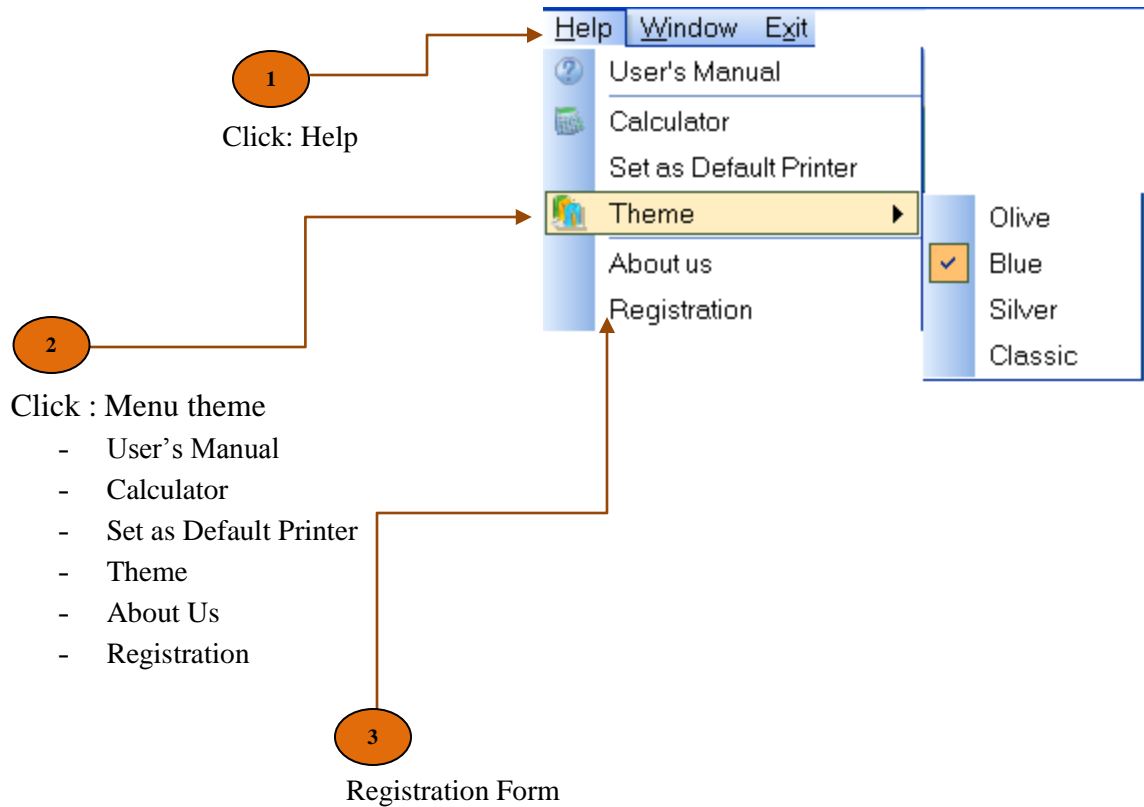
This command is used to format the data base from the software, which can remove in the 3 main parts: general journal, daily adjustment, initial opening balance. Users can also select the date, month and year to remove.

Users should make sure before making removal because the removed information can not be back up.



11.5 Using of helping commands

The helping commands are used to facilitate users such as to open the software user manual, to show the concerned information, calculator and other configurations.



Registration

ຂໍຂອບໃຈ

ທີ່ທ່ານເລືອກໃຊ້ ໂປຣແກຣມບັນຊີ SACC
ໂປຣແກຣມຂອງທ່ານໄດ້ລົງທະບຽນຮັບຮອບແລ້ວ

ລົງທະບຽນວັນທີ: 30/12/2009

ລະຫັດລົງທະບຽນ: P7V687BVW4

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Tel: 021 453892, 020 6007007, 020 2468300, Fax: 021 263363
E-mail: sales.sbas@live.com, www.sbaslaos.com

Close