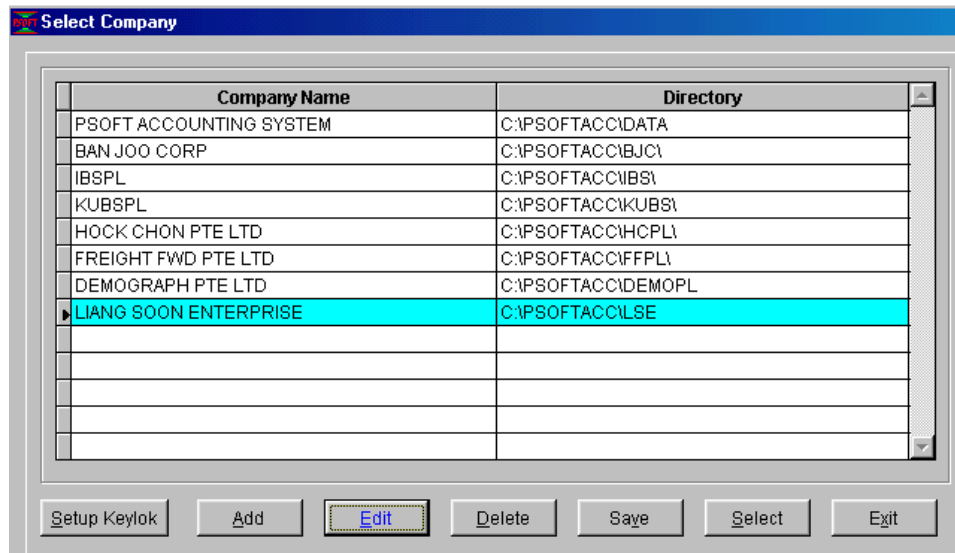# Getting Started

System requirement & Installation

The **Psoft** Accounting System will operate in the following computer system:

- Computer with Pentium III or equivalent and above.
- RAM memory with 16MB and above.
- Harddisk with 1 GB
- CD ROM drive
- Windows 95/98, Window2000, Window XP and Win NT
- Standard Mouse
- Printer

The **Psoft** accounting software installation is made very easy with the CD ROM that comes with the package. We just have to put the CD into the CD ROM drive and it will auto run and start the installation process. We just have to follow the instruction in the window menu to continue until the process is completed.
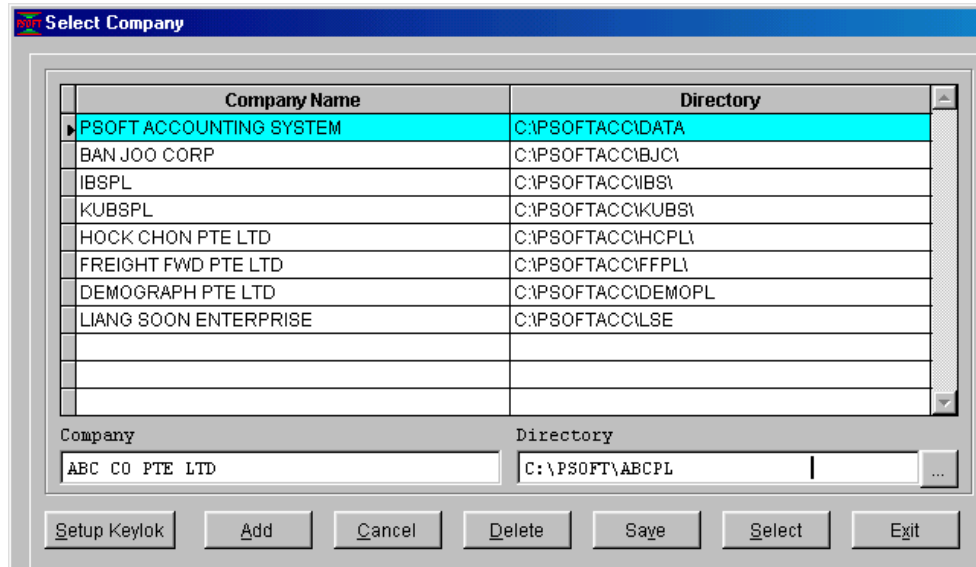
Enter the Psoft System

To use the **Psoft**, we have to first enter the **Psoft** system by click the **Psoft** icon on the desktop. The entry page of the Psoft is as shown:
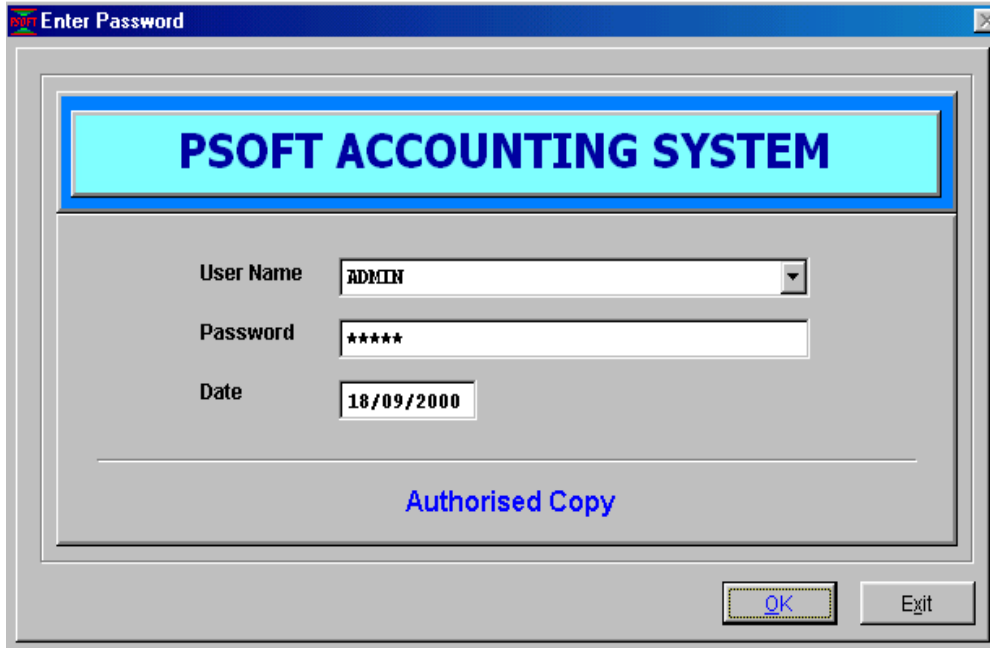

Notice that Psoft Accounting Software is a Multi-Company system, that means Psoft can handle a lot of company accounts, if we have a few subsidy or other company we can manage their account separately. Of course, if we just purchase and start new, we may not have so many company as shown above.

This is a **Select Company** Menu for us to select the company name. But before we start, we must add our company name to manage the company's account, for example if ours is ABC Company Pte Ltd, then we click **Add** button at the bottom of the menu, and next menu will appear as below for us to add the company name:

Select Company

Company Name	Directory
PSOFT ACCOUNTING SYSTEM	C:\PSOFTACC\DATA
BAN JOO CORP	C:\PSOFTACC\BJC\
IBSPL	C:\PSOFTACC\IBS\
KUBSPL	C:\PSOFTACC\KUBS\
HOCK CHON PTE LTD	C:\PSOFTACC\HCPL\
FREIGHT FWD PTE LTD	C:\PSOFTACC\FFPL\
DEMOGRAPH PTE LTD	C:\PSOFTACC\DEMOPL
LIANG SOON ENTERPRISE	C:\PSOFTACC\LSE

Company
ABC CO PTE LTD

Directory
C:\PSOFT\ABCPL

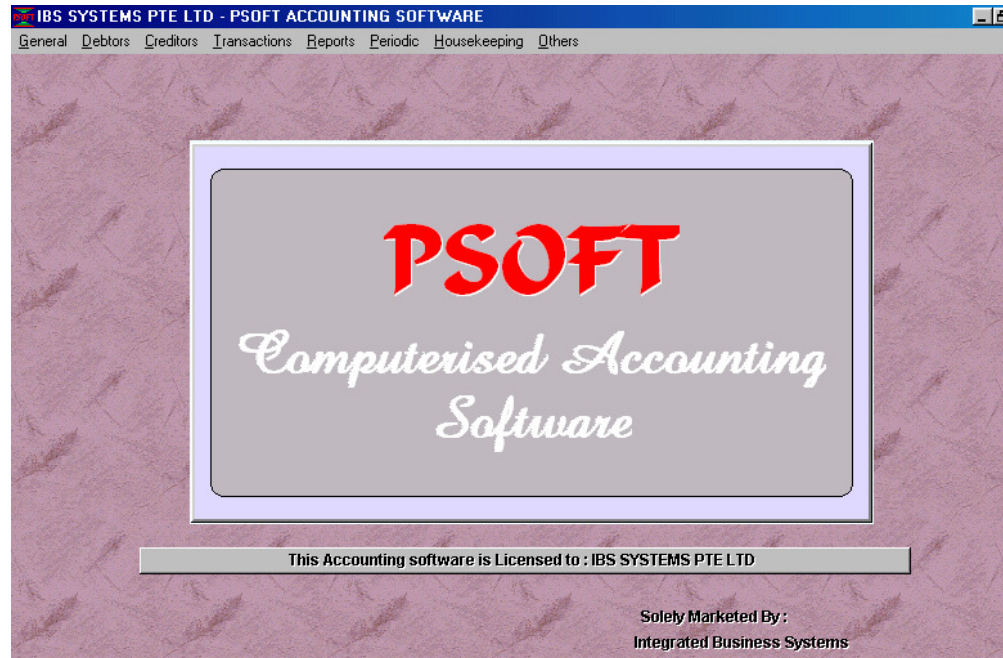Setup Keylok   Add   Cancel   Delete   Save   Select   Exit

Once we type in our own company's name and the Directory path.
Note that the Directory path's last name ABCPL must be different
from the others that already in use.

We can then click the **Save** button and the then click the **Select**
button. The next menu page will pop up to prompt us for the
Password. The Password menu page is as shown below:

The default password is the ADMIN and we just type it in and then click **OK** button and we shall enter the **Main Menu** page of the **Psoft Accounting** system!
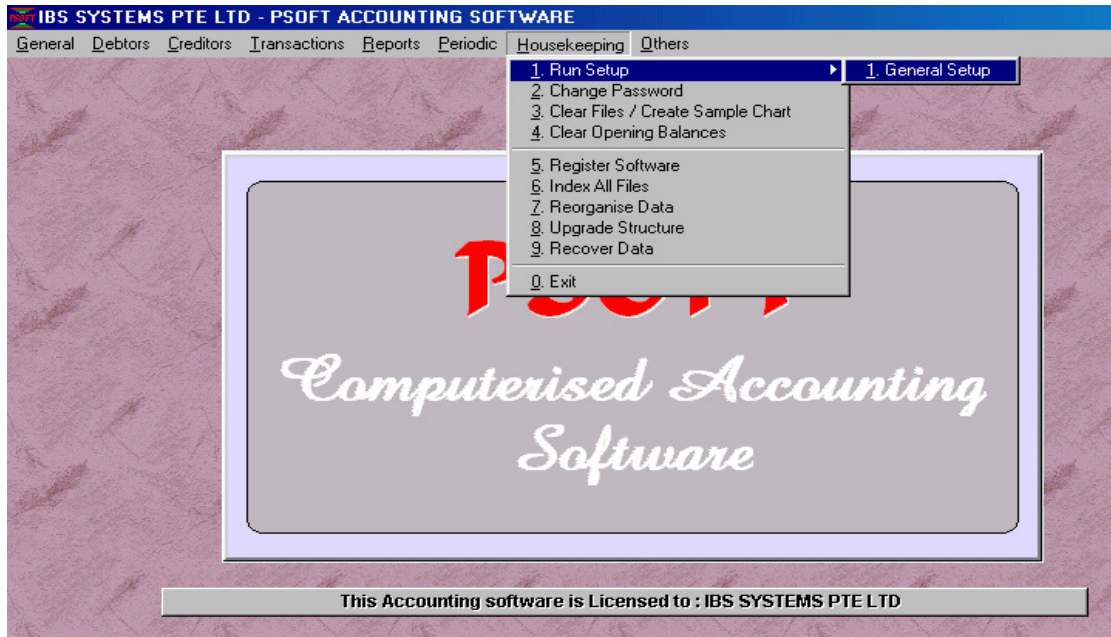
The Main Menu

We call this the **MAIN MENU** page because this page is the main page of the **Psoft** system, all the **Psoft**'s functions are listed in the **Menu bar** on the top of this menu page. We can see that from the left towards the right of the menu bar. Starting with GENERAL, DEBTORS, CREDITORS, TRANSACTIONS, REPORTS, PERIODIC, HOUSEKEEPING and OTHERS. Each of this function and its operation will be explained in the following chapters
To set up our company profile means type in our company name, address, phone & fax numbers as these will appear in the Statement of accounts and the financial reports as letter head. And also our financial period must be set up here.

To set up, click the **Housekeeping** Menu item in the main menu bar as shown above. Once clicked, a sub-menu appears as shown next

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and we just have to select the first item **Run Setup** and the click the **General Setup**. The next menu page **Parameter Setup** will appear as shown next:

Set Up Company Profile

Parameter Setup

Page 1 | Page 2

Company Name / Address

ABC SYSTEMS PTE LTD

123 SULTAN AVENUE #08-18

SULTAN PLAZA, SINGAPORE 199001

TEL: 62953292/3 FAX: 62993378

Email: ibspl@singnet.com.sg

Company Registration No. 2352974310L

IBS
Computerised Accounting
And Networking

AR code range

From   3000

To   3000

AP code range

From   4000

To   4000

Accounting Period

Last A/C year closing date   30/11/2003

Starting Period   1

Closing Period   12

This Accounting year

01/12/2003 To 30/11/2004

OK   Cancel

From the page shown above, we notice that besides we have to type in our company name, address, phone & fax numbers, we also need to type in the Accounting Period. This period must be based on our own company's financial period. For example, if it is from the 1st Dec 2003 to 30th Nov 2004, then we must type the **30th Nov 2003** as last Accounting year's closing period. Note that once we type in the last accounting year's closing period, **Psoft** will automatically assign the

1st Dec 2003 as the **STARTING** period of current accounting year.

Notice also that there is an **AR CODE RANGE** from **3000** to **3000**, this is the **Control Account** for the debtors. This will be explained in the **AR** Chapter. We keep this as it is and need not to change. Similarly for the **AP Code**, which is the **Control Account** for all the creditors.

For more details we can go to the **Chapter on Housekeeping**.

Once we have set up our company profile and the accounting period, we click the **OK** button to return to the **Main Menu** page.

From here we can go to the Chapter One to set up the **General Ledger** accounts. In the Chapter One, we will see how to set up the **Chart of accounts**, enter the **opening balances** etc.