

Chapter 7. Housekeeping

This option allows us to set up the company profiles like the company name, address and phone/fax numbers. It also wants us to set up the company's accounting year here. Besides, we can also maintain the entry password and general settings.

Generally we must come here first to set up all the above information before we can start using the **Psoft**, as we have mentioned in the **Getting Start Chapter**.

To set up, click the **Housekeeping** Menu item in the main menu bar as shown above. Once clicked, a sub-menu appears and we just have to select the first item **Run Setup** and then click the **General Setup**. The next menu page will appear as shown below:

Parameter Setup

Page 1 Page 2 Page 3

Company Name / Address

INTEGRATED BUSINESS SYSTEMS

Company Registration No.

AR code range

From

To

AP code range

From

To

Accounting Period

Last A/C year closing date

Starting Period

Closing Period

This Accounting year

To

OK Cancel

We can see that this option is divided into three pages as shown above. Page 1 allows us to enter the followings:

Company name: Enter our company's name and this will appear in all the reports, statement of accounts to customers.

Company Registration No. : Enter the R.O.C. reference number here.

Address: Enter our company address and this will also appear on the Statements, vouchers and other reports. We can include our phone and fax numbers here.

AR Code Range: This is the Debtors' **Control Account**. As we have explained in the **Getting Started** chapter, it is assigned as **3000** in **Psoft** system.

AP Code Range: This is the Creditors' **Control Account**. As we have explained in the **Getting Started** chapter, it is assigned as **4000** in **Psoft** system.

Last A/C year closing date: This is the last date of the previous accounting year. **Psoft** will base on this date to generate current year's accounting periods.

E.g. If **Last A/C date:** 31/12/1998
then **this A/C year:** 01/01/1999 to 31/12/1999

E.g. If **Last A/C date:** 31/03/1997
then **this A/C year:** 01/04/1997 to 31/03/1998

Starting Period: The starting period of our accounting year. If we doing 12 months' account, then the starting period will be 1.

If we are doing the first 5 months' accounts manually and then change to computerised accounting using Psoft, then the Starting Periods will be 6. That means the closing balances of the 5 months' accounts will be entered into Psoft's opening balances.

Closing Period: The closing period of our accounting year. If we have done 12 months' account, then the closing period will be 12

If we have done the last 7 months' accounts and then the Closing Periods will be 7.

Please note that if our closing period is 7, then when we do the year end processing, **Psoft** will only take the seven periods and do the year end closing.

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With Bank Charges

Sales Tax Percentage

With Project Code
 With Job Code
 With Tax
 With Agent
 With Special Transaction

Rename 'PROJECT' To
Rename 'JOB' To
Rename 'SPECIAL' To

Page 2 shown above will allow us to set up whether to include bank charges in bank transactions.

If we are registered with the IRS with GST collection, then we must tick the With Tax square to tell Psoft that all our sales are with GST and Psoft will automatically calculate the GST for us and generate the GST reports accordingly.