# 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 the click the **General Setup**.
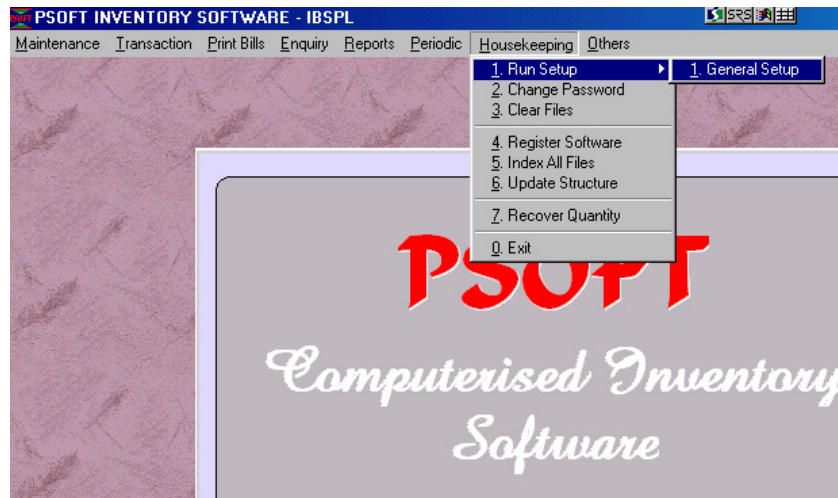
Once we click on the General Set up, the next menu page will appear as shown below:

We can see that this option is divided into five 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.

Country Code: This is the country code for the country that our
                      company is based. Example : Singapore, Malaysia.

Currency Symbol: This is the Currency symbol used by the
                      country eg S$ for Singapore or RM for
                      Malaysia.

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.

The next page is the **Item Maintenance**, we click on its Tab and the next dialog box will appear for to enter the item maintenance settings:

| Company Profile | Item Maintenance | Account No | Transaction | Last Used Nos |

Decimal Point

Item code length (4-24)   `24`

Decimal Point

Report qty decimal places (0-5)   `0`

Unit price decimal places (0-7)   `2`

Others

☐ Only Invoicing

Rename

Serial No.   `Serial No.`

The dialog box shown above will allow us to set up the length of the item code, minimum is 4 characters and maximum 24. The decimal points for quantity and unit price can also set here.

The next page is the **Account Numbers**, we click on its Tab and the next dialog box will appear for to enter the **Account Numbers** settings:

Company Profile	Item Maintenance	Account No	Transaction	Last Used Nos

Sales related account

Credit sales account	5000/000 ▼
Cash sales account	5003/000 ▼
Sales return account	5010/000 ▼
Sales discount account	5020/000 ▼
Sales tax account	4050/000 ▼

Purchases related account

Purchases account	6010/000 ▼
Purchases return account	6010/000 ▼
Purchases discount account	6010/000 ▼
Purchases tax account	3050/000 ▼

Cash sales payment by

Cash account	3020/000 ▼

AR code range

3000	3000

AP code range

4000	4000

Sub-dir for customer, vendors and chart of A/C

c:\PSOFTACC\IBS\

OK   Cancel

These account numbers are linked to the Psoft Accounting. Note we have to first of all type in the Psoft Accounting's Directory into the **Sub-dir for customer Box** and then type all the account nembers into the respective box. In this way, the Psoft invocing module will be linked to the Psoft Accounting.

The next page is the **Transaction**, we click on its Tab and the next dialog box will appear for to enter the **Transaction** settings:

Company Profile	Item Maintenance	Account No	Transaction	Last Used Nos

Add Body

☐ With price in DO
☐ With Cost Code
☑ Update latest price
Default transaction item qty [1]

Stock Determination

○ Fixed Cost
○ Month Average Cost
○ First In First Out
○ Moving Average Cost

Add Footer

Sales Tax Percentage [5.00]

Reporting

Treatment of credit notes on sales

● Ignore
○ Less sales on credit note date

[OK] [Cancel]

Here we can set up the settings for transaction operations like "with Price in D.O." if this box is ticked, the when we issue D.O. the price of the product will be shown and printed out, otherwise the price will not be shown. Similarly for the other boxes.

There are four types of cost calculating for the product items:
- Fixed Cost
- Month Average
- First In First Out (FIFO)
- Moving Average

Besides we can set the GST percentage here if the government changes the GST rate.

The Last page is the **Last Used No.**, we click on its Tab and the next dialog box will appear for to enter the **Bill Number** settings:

Company Profile	Item Maintenance	Account No	Transaction	Last Used Nos

Last used nos./Auto running

Receipt	0000000000	☑
Purchase return	0000000000	☑
Delivery Order	0100818	☑
Invoice	0200820	☑
Cash Sales	0300818	☑
Credit Note	0400818	☑
Debit Note	0500818	☑
Issue	0000000000	☑
Adj.(Increase)	0000000000	☑
Adj.(Reduce)	0000000000	☑
Assembly	0000000000	☑

Last used nos./Auto running

Purchase Order	0110818	☑
Sales Order	0210819	☑
Quotation	0310819	☑
Sample	0000000000	☑
Invoice (S2)	0000000000	
Invoice (S3)	0000000000	
Invoice (S4)	0000000000	

OK	Cancel

Note that when issuing bill like Invoice, the invoice number is Auto-Run by the Psoft. The First number must thus be set here. Eg in the above screen the Invoice No. is set at 0200820, then when we issue the next Invoice, its number will be 0200821. Similarly for the other Bill's Last used numbers.