



USER MANUAL ACCOUNTING SYSTEM

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1) Chart of Accounts Configuration Module

This module allows users to add and configure the Chart of Accounts.

ACCOUNTING. Config
Chart of Account List
Below is the chart of account list. Click on the account type icon to view/edit info.

Switch to list view Edit Group

Asset Liability Equity

Search COA : Min 4 characters

3 - Current Assets (F)
301 - Cash In Hand
302 - Cash At Bank
30201 - Jaiz Bank
303 - Prepaid Expenses
304 - Trade Debtors
304.1 - Test Debtor
305 - Stock
306 - Advances
307 - Loan to Director
308 - Other Debtors
501 - GST INPUT
GST INPUT - ST
GST INPUT - ST5
GST INPUT - SV

Below is the account detail. Please check and update information.

Account Type: Current Assets (F) . Cash In Hand
Account ID: 301
Account Name: Cash In Hand
Parent ID: 3-Current Assets (F)
Opening balance: 0
Report group: Current Assets (F) Default Balance:
New Sub Account

SAVE RESET CANCEL

Below is the account detail. Please check and update information.

Account Type: Current Assets (F) . Cash In Hand .
Account ID: 30101
Account Name: Petty Cash Kaunter 1
Parent ID: 301-Cash In Hand
Opening balance: 1000
Report group: Default Balance:
SAVE RESET CANCEL

1. In this module, click the **Chart of Accounts** menu, select the **Asset** tab, and then click **301 - Cash In Hand**.
2. The system will display the details for **301 - Cash In Hand**. Next, click **New Sub Account** to add a new record.
3. Complete the required information as follows:
 - **Account Name**
 - **Opening Balance**
4. Click **Save** to save the record, **Reset** to clear and reset the entered information, or **Cancel** to cancel the process.

2) Bank Configuration Module

This module allows users to add and configure bank information.

ACCOUNTING. Config
Bank Management
 Sokoto State Zakat And Waqf (Endowment) Commission . C01

Below is a bank list. Click on the name to view/edit information.

Search By: Bank ID

BankID	Name	Local Currency
1	Jaiz Bank	USD
2	Petty Cash Counter A	MYR

First | Next >> | << Previous | Last
Page 1 of 1

Below is bank detail. Please check and update information.

Bank ID: 2
 Name: Petty Cash Counter A
 Address:
 Phone:
 Local Currency: MYR
 Bank Account No:
 Account ID: 174:Petty Cash Counter A

Below is the account detail. Please check and update information.

Account Type: Current Assets (F) . Cash At Bank .
 Account ID: 30202
 Account Name *: Nigeria Bank
 Local Currency: NGN
 Address:
 Phone Number:
 Bank Account Number: 9001239901
 Parent ID: 302-Cash At Bank
 Opening balance:
 Report group: Default Balance:

1. In this module, click the **Bank** menu and then click **New Bank**.
2. Complete the required information as follows:
 - **Account Name**
 - **Local Currency**
 - **Address**
 - **Phone Number**
 - **Bank Account Number**
 - **Opening Balance**
3. Click **Save** to save the record, **Reset** to clear and reset the entered information, or **Cancel** to cancel the process.

3) Debtors Configuration Module

This module allows users to add and configure **Debtors**.

The screenshot shows the 'Debtors' configuration module. The sidebar menu on the left has 'DEBTORS' highlighted with a red box. The main content area is titled 'Debtor Management' and shows a list of debtors with one entry, 'Test Debtor'. Below the list, there is a form to edit or add a debtor. The form includes fields for Name, Address, GST Reg. No., GST Date, Phone, Fax No., Local Currency (set to NGN), Opening Balance, and Account ID. The 'Account ID' dropdown is set to 'Debtors' and is highlighted with a red box. At the bottom of the form, there are three buttons: 'SAVE / UPDATE', 'RESET', and 'DELETE', which are also highlighted with a red box.

1. In this module, click the **Debtors** menu.
2. Complete the required information as follows:
 - **Ref/IC No.**
 - **Name**
 - **Address**
 - **GST Reg. No.**
 - **GST Date**
 - **Bank Name**
 - **Account No.**
 - **Phone**
 - **Fax No.**
 - **Local Currency**
 - **Opening Balance**
3. Click **Save/Update** to save or update the record, **Reset** to clear and reset the entered information, or **Delete** to delete the record.

4) Creditors Configuration Module

This module allows users to add and configure **Creditors**.

1. In this module, click the **Creditor** menu.
2. Complete the required information as follows:

- **Reg No.**
- **Name**
- **Address**
- **Phone**
- **Bank Name**
- **Fax**
- **Account No.**
- **GST Reg. No.**
- **GST Date**
- **RMCD Approval**
- **Approval Expiry Date**
- **Local Currency**
- **Opening Balance**

3. Click **Save/Update** to save or update the record, **Reset** to clear and reset the entered information, or **Delete** to delete the record.

5) Opening Balance Module

ACCOUNTING. Chart Of Account
Opening Balance
 Below is a list of opening balance. Fill in the value and click update button.

COA **View All** **Config** **Opening Balance** **Subcode** **IMPORT**

ACCOUNTING. Chart Of Account
Opening Balance
 Below is a list of opening balance. Fill in the value and click update button.

SELECT ACCOUNT : ALL ACCOUNTS (Exclude P&L items) ☐ Include P&L items

OPENING BALANCE DATE : 1 Jan 2021 **Post To Ledger** (Last posted on: 12 Feb 2023 1:42:03 PM)

View opening balance for : 1 Jan 2021 **Export to Ms Excel**

No.	Parent ID	Account ID	Account Name	Debit (NGN)	Credit (NGN)	
1.		14	BS Closing stock (O)	0.00	0.00	
2.		2	BS Other Assets (E)	0.00	0.00	
3.		7	BS Other Liabilities (C)	0.00	0.00	
4.	1	101	BS Furniture & Fittings	0.00	0.00	
5.	1	102	BS Accumulated Depreciation (Furniture & Fittings)	0.00	0.00	
6.	1	103	BS Motor Vehicle	0.00	50,000.00	Posted
7.	1	104	BS Accumulated Depreciation (Motor Vehicle)	0.00	0.00	
8.	1	105	BS Office Equipment	0.00	50,000.00	Posted
9.	1	106	BS Accumulated Depreciation (Office Equipment)	0.00	0.00	
10.	301	30101	BS Petty Cash Counter A	1,000.00	0.00	Not Posted
11.	301	30102	BS Petty Cash Counter B	1,000.00	0.00	Not Posted

ACCOUNTING. Chart Of Account
Opening Balance
 Below is a list of opening balance. Fill in the value and click update button.

SELECT ACCOUNT : ALL ACCOUNTS (Exclude P&L items) ☐ Include P&L items

OPENING BALANCE DATE : 1 Jan 2021 **Post To Ledger** (Last posted on: 12 Feb 2023 1:42:03 PM)

View opening balance for : 1 Jan 2021 **Export to Ms Excel**

No.	Parent ID	Account ID	Account Name	Debit (MYR)	Credit (MYR)	
1.		14	BS Closing stock (O)	0.00	0.00	
2.		2	BS Other Assets (E)	0.00	0.00	
3.		7	BS Other Liabilities (C)	0.00	0.00	
4.	1	101	BS Furniture & Fittings	0.00	0.00	
5.	1	102	BS Accumulated Depreciation (Furniture & Fittings)	0.00	0.00	
6.	1	103	BS Motor Vehicle	0.00	50,000.00	Posted
7.	1	104	BS Accumulated Depreciation (Motor Vehicle)	0.00	0.00	
8.	1	105	BS Office Equipment	0.00	50,000.00	Posted
9.	1	106	BS Accumulated Depreciation (Office Equipment)	0.00	0.00	
10.	301	30101	BS Petty Cash Counter A	1,000.00	0.00	Not Posted
11.	301	30102	BS Petty Cash Counter B	1,000.00	0.00	Not Posted
12.	302	30201	BS Jaiz Bank	100,000.00	0.00	Posted
13.	302	30202	BS Nigeria Bank	0.00	0.00	
14.	302	30203	BS Sterling Bank	6,789,777.00	0.00	Not Posted
15.	401	40101	BS Hired Bulldozer	0.00	0.00	
16.	6	502	BS GST OUTPUT	0.00	0.00	
17.	6	601.0	BS Trade Creditors	0.00	0.00	
TOTAL :				6,891,777.00	6,888,277.00	UPDATE

1. In this module, click the **Opening Balance** menu and select the **Opening Balance** tab.
2. Enter the debit and credit amounts.
3. Click the **Update** button to update the totals and ensure that the debit and credit amounts are balanced.
4. Click the **Post To Ledger** button to post the amounts to the ledger.

6) Subcode Module

This module allows users to configure subcodes. Subcode configuration must be completed before any transaction is performed.

ACCOUNTING. Chart Of Account
Opening Balance
Below is a list of opening balance. Fill in the value and click update button.

** You can ONLY post this Opening Balance to Ledger if Debit and Credit amount is BALANCE.

SELECT ACCOUNT : ALL ACCOUNTS (Exclude P&L items) ☐ Include P&L items

OPENING BALANCE DATE : 1 Jan 2021 (Last posted on: 12 Feb 2023 1:42:03 PM)

View opening balance for : 1 Jan 2021

No.	Parent ID	Account ID	Account Name	Debit (NGN)	Credit (NGN)
1.		14	BS Closing stock (O)	0.00	0.00
2.		2	BS Other Assets (E)	0.00	0.00
3.		7	BS Other Liabilities (C)	0.00	0.00
4.	1	101	BS Furniture & Fittings	0.00	0.00
5.	1	102	BS Accumulated Depreciation (Furniture & Fittings)	0.00	0.00
6.	1	103	BS Motor Vehicle	0.00	50,000.00
7.	1	104	BS Accumulated Depreciation (Motor Vehicle)	0.00	0.00
8.	1	105	BS Office Equipment	0.00	50,000.00

ACCOUNTING. Config
Subcode Management
Below is a subcode list.

Sub Code	Subcode Name	Status	Type
☐ Sub Code 1	PTJ	OFF	☐ Blank Text Box ☒ Drop Down : Click HERE to manage drop down
☒ Sub Code 2	Month/Year	ON	☒ Blank Text Box ☐ Drop Down : Click HERE to manage drop down
☐ Sub Code 3	KASAH	OFF	☒ Blank Text Box ☐ Drop Down : Click HERE to manage drop down
☒ Sub Code 4	District	ON	☐ Blank Text Box ☒ Drop Down : Click HERE to manage drop down

Result Preview

Month/Year :

District :

ACCOUNTING. Setup
Subcode Management
Below is a list of subcode data.

Subcode : DISTRICT

No.	Name
1.	DURBAWA
2.	SIFAWA
3.	<input type="text"/>

1. In this module, click the **Opening Balance** menu and select the **Subcode** tab.
2. Select and enter the subcode name to be used in the ledger.
3. Select the required type: **blank text box** or **drop down**.
4. Complete the list of options for the drop down and click the **Save** button.
5. Click the **Update** button to update the record.

7) Budget Module

This module allows users to register a budget.

ACCOUNTING. Accounting.Budget
Manage Allocation By Year

Budget for Year : 2024

OVERALL TOTAL : RM 1,035,000,000.00

NO.	ALLOCATION (RM)	Approve Budget
1. 170101 Payroll WAGES	100000000	
2. 170102 Payroll EPF	0	
3. 170103 Payroll SOCSO	0	
4. 170104 Payroll LHDN / PCB	0	
5. 170105 Payroll ALLOWANCES	35000000	
TOTAL Payroll :		1,035,000,000.00
6. 170301 Finance Charges BANK CHARGES	0	
TOTAL Finance Charges :		0.00
7. 170106 Payroll DIRECTOR ALLOWANCE	0	
TOTAL Payroll :		0.00
8. 1704 Expenses (M) ADVERTISEMENT	0	
OVERALL TOTAL :		1,035,000,000.00

Save

OVERALL TOTAL : RM 1,035,000,000.00

NO.	ALLOCATION (RM)	Activate Budget
1. 170101 Payroll WAGES	1000000000	
2. 170102 Payroll EPF	0	
3. 170103 Payroll SOCSO	0	
4. 170104 Payroll LHDN / PCB	0	
5. 170105 Payroll ALLOWANCES	35000000	
TOTAL Payroll :		1,035,000,000.00
6. 170301 Finance Charges BANK CHARGES	0	
TOTAL Finance Charges :		0.00
7. 170106 Payroll DIRECTOR ALLOWANCE	0	
TOTAL Payroll :		0.00
8. 1704 Expenses (M) ADVERTISEMENT	0	
OVERALL TOTAL :		1,035,000,000.00 Simpan

1. In this module, click the **Budget** menu.
2. Enter the budget information and click the **Simpan** button to save the budget record.
3. Click the **Approve Budget** button to post the budget to the ledger.
4. Click the **Activate Budget** button to activate the budget.

8) Projection Module

This module allows users to register income information.

manage Allocation by Year

ModuleID : 62818002

Projection for Year : 2024

OVERALL TOTAL : RM 0.00

NO.	ALLOCATION (RM)
1. 1101 Income Adjustments (I) DISCOUNT ALLOWED	0
TOTAL Income Adjustments (I) : 0.00	
2. 1102 Income Adjustments (I) RETURN INWARDS	0
TOTAL Income Adjustments (I) : 0.00	
3. 1001 Income (H) SALE	0
TOTAL Income (H) : 0.00	
4. 100301 Zakat ZAKAT ON INCOME	0
5. 100302 Zakat ZAKAT ON GOLD	0
TOTAL Zakat : 0.00	
6. 1002 Income (H) OTHER SALES	0
OVERALL TOTAL : 0.00 Simpan	

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Activate Projection

NO.	ALLOCATION (RM)
1. 1101 Income Adjustments (I) DISCOUNT ALLOWED	0
TOTAL Income Adjustments (I) : 0.00	
2. 1102 Income Adjustments (I) RETURN INWARDS	0
TOTAL Income Adjustments (I) : 0.00	
3. 1001 Income (H) SALE	0
TOTAL Income (H) : 0.00	
4. 100301 Zakat ZAKAT ON INCOME	15000000
5. 100302 Zakat ZAKAT ON GOLD	5000000
TOTAL Zakat : 20,000,000.00	
6. 1002 Income (H) OTHER SALES	0
OVERALL TOTAL : 20,000,000.00 Simpan	

1. In this module, click the **Projection** menu.
2. Complete the income information and click the **Simpan** button to save the record.
3. Click the **Approve Activate** button to activate the income information.

9) Apps User Module

This module allows users to register a new user.

ACCOUNTING. Admin Setting
User Management
 Click on the userid to view / edit user info. To add new user click NEW USER icon.

Ver System Module 2.10.0 62800000 62811001

User ID SEARCH

User ID Email

salman SALMAN@ZAKATKEDAH.COM.MY

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Info **Accessibility**

Below is user's details. To edit data, update the form and click UPDATE button.

User ID salman

Full Name salman

Description

Account Type

☐ User must change password at next logon

☒ Password never expires

☐ Account is blocked (Failed Password Attempt)

☐ Account is disable

Email SALMAN@ZAKATKEDAH.COM.MY

Change Password * New Password will overwrite old password

New User

UPDATE DELETE CANCEL

ACCOUNTING. Admin Setting

User Management

Click on the userid to view / edit user info. To add new user click NEW USER icon.

User ID SEARCH

Please enter new user ID and click NEXT button.

User ID Email

salman SALMAN@ZAKATKEDAH.COM.MY

Please Insert User ID NEXT

First | Next >> | < Previous | Last
Page 1 of 1

1. In this module, click the **App User** menu.
2. Click **New User**.
3. Enter the user ID for the new user and click the **Next** button.

10) Source User Module

This module allows users to manage user access.

The screenshot displays the 'ACCOUNTING.Setup User Management' interface. The left sidebar shows the 'SOURCE USER' menu highlighted. The main area shows a table of companies with columns 'Company ID' and 'Name'. The table lists four companies: C01 (Lembaga Pengurusan Sekolah Zakat Kedah), C04 (Company Test PPMZK), C08 (Pusat Haemodialisis Zakat Kedah), and C09 (LZNK). The 'Financials Users' section shows a list of users: salman. The 'User(s) of Lembaga Pengurusan Sekolah Zakat Kedah' section shows a list of users: anis, atikah, dzulqarnain, ihsan, izham, and mujaheed. The 'Admin of Lembaga Pengurusan Sekolah Zakat Kedah' section shows a list of users: ain fadzina, alwi, alwi.lepsaz, azeen user, fakhrul, fakhrul user, hanisah, itsupport, lepsz, and zulkefli. The 'Financials Users' section has an 'Add User' button and a 'Remove User' button. The 'User(s) of Lembaga Pengurusan Sekolah Zakat Kedah' section has an 'Add User' button and a 'Remove User' button. The 'Admin of Lembaga Pengurusan Sekolah Zakat Kedah' section has an 'Add User' button and a 'Remove User' button. The 'UPDATE' button is located at the bottom right of the interface.

1. In this module, click the **Source User** menu.
2. Click the **company ID** or **name** to add access.
3. Select the user ID and click the **Add User** button to grant user access.
4. Click the **Remove User** button to remove user access.
5. Users under the company have access to create records.
6. Users assigned as administrators have access to create and update records.

11) Receipt Voucher Module

This module allows users to create a receipt voucher.

ACCOUNTING: General Ledger
Receipt Voucher
 Please complete the form and click SUBMIT button.

Sokoto State Zakat And Waqf (Endowment) Commission - C01 Version : 1.0.5
 SysID : 62800000 ModuleID : 62801003 Help

▼ Hide currency and subcode
 Currency : NZD-22 Feb 2024 District : SIFAWA
 Bank Buy Rate : 0.0000 Bank Sell Rate : 0.0000 Click to update

☐ SST Inclusive

No	Date	Debit Account	Description	Debit	Credit	Ref / Inv No.	
1.	22 Feb 2024	Petty Cash Counter A [174]	Receive zakat on gold	10000.00	0.00		
Click here to add COA							
No	Date	SST	Credit Account	Description	Debit	Credit	Ref / Inv No.
2.	22 Feb 2024		100302	Receive zakat on gold		10000	0.00
				Zakat on Gold			

Ex. Rat: 0.0000 Local Curren: MYR 0.00 NZD 10000.0 NZD 10000.0 0.00 Add more rows..

Transaction history for Today

Transaction Date	Receipt No	Ledger Date	Description	Amount	Status	Created By
				Forex Ex. Rate Local (MYR)		
There is no transaction history available for Today.						

Transaction history for Today

▼ Hide currency and subcode
 Currency : NGN -22 Feb 2024 District : SIFAWA
 Bank Buy Rate : 300.0000 Bank Sell Rate : 0.0000 Save to proceed

Invoice No : Receipt Voucher

No	Date	Account	Description	Debit	Credit	Ref / Inv No.
1.	22 Feb 2024	30101	Receive zakat on gold	10000.00	0.00	
			Petty Cash Counter A			
			Edit Subcode			SST 1
2.	22 Feb 2024	100302	Receive zakat on gold	0.00	10000.00	
			Zakat on Gold			
			Edit Subcode			SST 1

Ex. Rate 300.0000 Local Curren: MYR 10000 10000.00 10000.00 Add more row..

SUBMIT BACK

Receipt No : 0-1 Status : Successful Print Preview Preview Receipt Voucher

Currency : NGN District : SIFAWA
 Ex. Rate : 1.0000 Created Date : 22 Feb 2024 9:48:03 AM
 Created By : admin

No	Date	Debit Account	Description	Debit	Credit	Ref / Inv No.
1.	22 Feb 2024	30101 : Petty Cash Counter A	Receive zakat on gold	NGN 10,000.00		

No	Date	Credit Account	Description	Debit	Credit	Ref / Inv No.
2.	22 Feb 2024	100302 : Zakat on Gold	Receive zakat on gold		NGN 10,000.00	

Ex. Rate : 1.0000 Local Currency : MYR 10,000.00 NGN 10,000.00 NGN 10,000.00

The transaction for 'Receipt No 1' has been successfully completed.

CONTINUE

1. In this module, click the **Receipt Voucher** menu.
2. Complete the debit and credit account information in the receipt voucher.
3. Click the **Submit** button to save the record.
4. Verify that the information on the confirmation screen is correct, then click **Submit** to save the record or **Back** to return.

12) Payment Voucher Module

This module allows users to create a payment voucher.

ACCOUNTING General Ledger
Payment Voucher
Please complete the form and click SUBMIT button.

Sokoto State Zakat And Waqf (Endowment) Commission - C01 Version : 1.0.0
SysID : 6280000 ModuleID : 62801002 Help

Start Work

Hide currency and subcode

Currency : NGN-22 Feb 2024 District : SIFAWA
Bank Buy Rate : 1.0000
Bank Sell Rate : 1.0000 Click to update

☐ GST Inclusive

No	Date	Credit Account	Description	Debit	Credit	Ref / Inv No.
1.	22 Feb 2024	30203 Sterling Bank [178]	Hired purchase payment for Bulldozer for Feb-2024		100000	0.00

Click here to add COA

No	Date	SST	Debit Account	Description	Debit	Credit	Ref / Inv No.
2.	22 Feb 2024		40101	Hired purchase payment for Bulldozer for Feb-2024	100000		0.00

Hired Bulldozer

Ex. Rat: 1.0000
Local Curren: MYR 100000

NGN 100000 NGN 100000 0.00 Add more rows..

SUBMIT

Transaction history for Today

Transaction Date	PV No	Ledger Date	Description	Amount	Status	Created By
				Forex Ex. Rate Local (MYR)		

There is no transaction history available for Today.

Hide currency and subcode

Currency : NGN-22 Feb 2024 District : SIFAWA
Bank Buy Rate : 1.0000
Bank Sell Rate : 1.0000 Click to update

Invoice No : Payment Voucher

No	Date	Account	Description	Debit	Credit	Ref / Inv No.
1.	22 Feb 2024	30203	Hired purchase payment for Bulldozer for Feb-2024	0.00	100000.00	
		Sterling Bank	Edit Subcode			SST
2.	22 Feb 2024	40101	Hired purchase payment for Bulldozer for Feb-2024	100000.00	0.00	
		Hired Bulldozer	Edit Subcode			SST 1

Ex. Rate: 1.0000
Local Curren: MYR 100000

100000.00 100000.00

SUBMIT BACK

Payment No. : 2 **Status :** Successful [Print Preview](#) [Preview Payment Voucher](#)

Currency : NGN
Ex. Rate : 1.0000 **District :** SIFAWA
Created By : admin **Created Date :** 22 Feb 2024 9:52:25 AM

No	Date	Credit Account	Description	Debit	Credit	Ref / Inv No.
1.	22 Feb 2024	30203 : Sterling Bank	Hired purchase payment for Bulldozer for Feb-2024		NGN 100,000.00	

No	Date	Debit Account	Description	Debit	Credit	Pay to
2.	22 Feb 2024	40101 : Hired Bulldozer	Hired purchase payment for Bulldozer for Feb-2024	NGN 100,000.00		

Ex. Rate : 1.0000 **Local Currency :** MYR 100,000.00

The transaction for 'PV No 2' has been successfully completed.
 CONTINUE

1. In this module, click the **Payment Voucher** menu.
2. Complete the credit and debit account information in the payment voucher.
3. Click the **Submit** button to save the record.
4. Verify that the information on the confirmation screen is correct, then click **Submit** to save the record or **Back** to return.

13) Journal Voucher Module

This module allows users to create a journal voucher.

JOURNAL VOUCHER Invoice NO.: Journal Voucher

No	Date	Account	Description	Debit	Credit	Ref / Inv No.
1.	22 Feb 2024	30101 Petty Cash Counter A	Edit Subcode		300000	SST
2.	22 Feb 2024	30203 Sterling Bank	Edit Subcode	350000		SST
3.	22 Feb 2024	30102 Petty Cash Counter B	Edit Subcode		50000	SST
4.	22 Feb 2024	Select COA	Edit Subcode			SST
5.	22 Feb 2024	Select COA	Edit Subcode			SST
6.	22 Feb 2024	Select COA	Edit Subcode			SST

Ex. Rate: 1.0000 Local Curr: MYR 0.00

NGN 350000.0000 NGN 350000.0000

SUBMIT

ACCOUNTING. General Ledger
Journal Voucher
 Below is detail information of journal voucher.

Sokoto State Zakat And Waqf (Endowment) Commission . C01
 Version : 1.0.5
 SysID : 62800000
 ModuleID : 62801003

JV No : 2 Status : Successful
 Currency : NGN
 Ex. Rate : 1.0000 District : SIFAWA
 Created By : admin Created Date : 22 Feb 2024 9:57:09 AM

Print Preview
 Preview Journal Voucher

No	Date	Credit Account	Description	Debit	Credit	Ref / Inv No.
1.	22 Feb 2024	30101:Petty Cash Counter A			NGN 300,000.00	
2.	22 Feb 2024	30203:Sterling Bank		NGN 350,000.00		
3.	22 Feb 2024	30102:Petty Cash Counter B			NGN 50,000.00	

Ex. Rate : 1.0000 Local Currency : MYR 350,000.00
 NGN 350,000.00 NGN 350,000.00

GO TO LIST

1. In this module, click the **Journal Voucher** menu.
2. Complete the information in the journal voucher and ensure that the debit and credit amounts are balanced.
3. Click the **Submit** button to save the record.

14) Bank Reconciliation Module

This module allows users to perform bank reconciliation.

ACCOUNTING. Bank
Bank Reconciliation
 Please select bank and enter total debit and total credit and click CONTINUE button.

Sokoto State Zakat And Waqf (Endowment) Commission . C01
 Version : 1.0.5
 SysID : 62800000
 ModuleID : 62804001

Select Bank : 30203 - Sterling Bank [06088975344-NGN] Month to reconcil : JANUARY 2024
 From 1 Feb 2024 to 29 Feb 2024

NEXT

Select Bank : Sterling Bank [06088975344] _CHANGE_ Month to reconcil : FEBRUARY 2024
 From 1 Feb 2024 to 29 Feb 2024

Opening Balance	1000000	Total Deposit	2500000
Total Withdrawal	500000	No. of Dep. transaction	20
No. of W/D transaction	10		

NEXT

Select Bank **Sterling Bank [06088975344]** [CHANGE](#) Month to reconcile **FEBRUARY** **2024**
 From **1 Feb 2024** to **29 Feb 2024**

Opening Balance **1000000**
 Total Withdrawal **500000** Total Deposit **2500000**
 No. of W/D transaction **10** No. of Dep. transaction **20** [NEXT](#)

Type	Date	Description	Debit	Credit	Balance	Ref / Inv No.	
	1/31/2024	OPENING / BROUGHT FORWARD BALANCE			0.00		
JV	22 Feb 2024		350,000.00		0.00		☒
PV	22 Feb 2024	Hired purchase payment for Bulldozer for Feb-2024		100,000.00	0.00		☒
TOTAL CHECKED TRANSACTION			NGN 0.00	NGN 0.00	NGN 0.00		
BANK STATEMENT VALUE			NGN 3,500,000.00	NGN 500,000.00	NGN 3,000,000.00		
						UPDATE	Total Unchecked NGN 3,000,000.00

Warning: Selected transaction total does not match with bank statement balance. Please make update entry to proceed with reconciliation.

Select Bank **Sterling Bank [06088975344]** [CHANGE](#) Month to reconcile **FEBRUARY** **2024**
 From **1 Feb 2024** to **29 Feb 2024**

Opening Balance **0**
 Total Withdrawal **100000** Total Deposit **350000**
 No. of W/D transaction **10** No. of Dep. transaction **20** [NEXT](#)

Type	Date	Description	Debit	Credit	Balance	Ref / Inv No.	
	1/31/2024	OPENING / BROUGHT FORWARD BALANCE			0.00		
JV	22 Feb 2024		350,000.00		350,000.00		☒
PV	22 Feb 2024	Hired purchase payment for Bulldozer for Feb-2024		100,000.00	250,000.00		☒
TOTAL CHECKED TRANSACTION			NGN 350,000.00	NGN 100,000.00	NGN 250,000.00		
BANK STATEMENT VALUE			NGN 350,000.00	NGN 100,000.00	NGN 250,000.00		
						UPDATE	Total Unchecked NGN 0.00

[PROCESS BANK RECONCILIATION](#)

1. In this module, click the **Bank Reconciliation** menu.
2. Select the bank and month for the bank reconciliation, then click the **Next** button.
3. Complete the bank statement information:
 - *Opening balance*
 - *Total Withdrawal*
 - *No. of W/D transaction*
 - *Total Deposit*
 - *No. of Dep. transaction*
4. Click the **Next** button.
5. Select the transactions to be reconciled and click the **Update** button.
6. Ensure that the selected transactions and the bank statement are balanced.
7. Click the **Process Bank Reconciliation** button.

Click the **Report** tab to review the report. Click **Back** to return or **Print** to print the report.

Reconciliation **Report** Statement Undo Reconciliation

ACCOUNTING. Bank
Bank Reconciliation - Report

Please select bank, select month and year and click VIEW REPORT button.

Sokoto State Zakat And Waqf (Endowment) Commission . C01

Version : 1.0.5
SysID : 62800000
ModuleID : 62804001

Help

0

Bank 178 Sterling Bank Month February Year 2024

No	Date	Ref / Inv No.	Description	Deposit	Withdrawal
<u>Clearing_Cheques</u>					
1	2/22/2024		Hired purchase payment for Bulldozer for Feb-2024		100,000.00
				TOTAL	100,000.00
<u>Clearing_Deposits</u>					
1	2/22/2024			350,000.00	
				TOTAL	350,000.00
<u>Outstanding_Cheques</u>					
				TOTAL	0.00
<u>Outstanding_Deposits</u>					
				TOTAL	0.00
<u>Reconciliation</u>					
Account Opening Balance on 1 February 2024				NGN 0.00	
Account Ending Balance on 29 February 2024				NGN 250,000.00	
(-) Total Outstanding Cheques				NGN 0.00	
SubTotal				NGN 250,000.00	
(+) Outstanding Deposits				NGN 0.00	
Expected Balance on Statement				NGN 250,000.00	

BACK PRINT

Click the **Statement** tab, select the bank that has been reconciled, and then click **Continue**.

Reconciliation Report **Statement** Undo Reconciliation

ACCOUNTING. Bank
Bank Statement

Please select bank and select date duration to view result.

Sokoto State Zakat And Waqf (Endowment) Commission . C01

Select Bank ✓ Sterling Bank [06088975344] February 2024 CONTINUE

Click the **Undo Reconciliation** tab to redo the reconciliation.

Start Workplace

Reconciliation Report Statement **Undo Reconciliation**

ACCOUNTING. Bank
Undo Reconciliation

Please select the bank and click CONTINUE to proceed.

Select Bank

✓ Sterling Bank [06088975344] [NGN]

NEXT

Start Workplace

Reconciliation Report Statement **Undo Reconciliation**

ACCOUNTING. Bank
Undo Reconciliation

Please select the bank and click CONTINUE to proceed.

Bank Sterling Bank [06088975344]

No.	Start date	End date
1	1 Feb 2024	29 Feb 2024

BACK

Start Workplace

Reconciliation Report Statement **Undo Reconciliation**

ACCOUNTING. Bank
Undo Reconciliation

Detail is reconciliation transaction. Click UNDO RECONCILIATION button to finish.

Sokoto State Zakat And Waqf (Endowment) Commission . C01

Version : 1.0.5
SysID : 62800000
ModuleID : 62804001

Help

Bank 178 Sterling Bank [06088975344]

Month February Year 2024

No	Date	Ref No	Description	Deposit	Withdrawal
<u>Clearing Cheques</u>					
1	2/22/2024		Hired purchase payment for Bulldozer for Feb-2024		100,000.00
Total					100,000.00
<u>Clearing Deposits</u>					
1	2/22/2024			350,000.00	
Total				350,000.00	
<u>Outstanding Cheques</u>					
Total					0.00
<u>Outstanding Deposits</u>					
Total				0.00	
<u>Reconciliation</u>					
Account Opening Balance on 1 February 2024				NGN 0.00	
Account Ending Balance on 29 February 2024				NGN 250,000.00	
(-) Total Outstanding Cheques				NGN 0.00	
SubTotal				NGN 250,000.00	
(+) Outstanding Deposits				NGN 0.00	
Expected Balance on Statement				NGN 250,000.00	

BACK UNDO RECONCILIATION

1. In this module, select the bank and click the **Next** button.
2. Click the date information.
3. Click **Undo Reconciliation** to redo the reconciliation or **Back** to return.

15) Invoice Received Module

This module allows users to register a received invoice.

ACCOUNTING. Account Payable
Invoice Received

Please complete all invoice information and click SUBMIT button.

Invoice No : 0 - INV2024-0005

Version : 1.0.5
SysID : 62800000
ModuleID : 62802002

Hide currency and subcode

Currency : NGN [Local] Bank Buy Rate : 1.0000 Bank Sell Rate : 1.0000 District : SIFAWA

Invoice No : INV2024-0005 Invoice Received

No	Date	Account	Description	Debit	Credit	Ref / Inv No.
1	22 Feb 2024	601	Wifi devices and racks for all districts	0.00	105000.00	INV2024-0005
2	22 Feb 2024	170201	Wifi devices	100000.00	0.00	INV2024-0005
3	22 Feb 2024	101	Rack	5000.00	0.00	INV2024-0005

Ex. Rate 1.0000 Local Currency NGN 105000

105000.00 105000.00

GO TO LIST

ACCOUNTING. Account Payable
Invoice Received

Below is the detail information.

Invoice Received No. : INV2024-0005 Status : Unpaid Invoice
Currency : NGN
Ex. Rate : 1.0000 District : SIFAWA

No	Date	Credit Account	Description	Debit	Credit	Ref / Inv No.
1	22 Feb 2024	601 : Trade Creditors 3 - Abc Corporation	Wifi devices and racks for all districts		NGN 105,000.00	INV2024-0005
2	22 Feb 2024	170201 : Wifi Devices (0 %)	Wifi devices	NGN 100,000.00		INV2024-0005
3	22 Feb 2024	101 : Furniture & Fittings (0 %)	Rack	NGN 5,000.00		INV2024-0005
				NGN 105,000.00	NGN 105,000.00	

1. In this module, click the **Invoice Received** menu.
2. Complete the credit and debit account information.
3. Click the **Submit** button to save the record.
4. Verify that the information on the confirmation screen is correct, then click **Submit** to save the record or **Back** to return.

16) Payment Issued Module

This module allows users to register an issued payment.

ACCOUNTING. PAYABLES
Supplier Payment

Please select options below to create new payment.

Sokoto State Zakat And Waqf (Endowment) Commission . C01

Version : 1.0.5
SysID : 62800000
ModuleID : 62802002

Help

Supplier Payment 1
This module will allow user to make payment to outstanding invoice (including opening balance) old template.

Supplier Payment V2
This module will allow user to make payment to outstanding invoice using new interface (faster).

ACCOUNTING. PAYABLES
Payment Issued

Below is a list of supplier. Click on the name to continue.

Sokoto State Zakat And Waqf (Endowment) Commission . C01

Version : 1.0.5
SysID : 62800000
ModuleID : 62802002

Help

Search By: Name List/Page 20 SEARCH BACK

No	ID	Name	Address	Phone	Currency
1.	3	Abc Corporation			NGN
2.	1	Abdul			NGN
3.	2	Mother and daughter	Gawon nama	07037957725	NGN

First | Next | 1 Previous | Last
Page 1 of 1

ACCOUNTING. Account Payable
Payment Issued

Please complete all invoice information and click SUBMIT button.

Sokoto State Zakat And Waqf (Endowment) Commission . C01

Version : 1.0.5
SysID : 62800000
ModuleID : 62802002

Help

Show currency and subcode

Creditor Name: Abc Corporation

No	Date	Credit Account	Description	Balance	Debit	Credit	Ref / Inv No.
	22 Feb 2024	Sterling Bank. Balance : NGN	Full payment for wifi and rack			5000	

Click here to add COA

No	Date	Creditor invoice ref.	Description	Balance	Debit	Credit	Ref / Inv No.
1.	22 Feb 2024	INV2024-0005	Wifi devices and racks for all districts Ex. Rat: 1.0000 Local Curren: NGN 5000.0K	NGN 105,000.00	5000	NGN 5000.0	NGN 5000.0

GO TO LIST

Payment Date: 22 Feb 2024 Created Date: 22 Feb 2024 10:35:22 AM

PV No: 0-5 Created By: admin

Print Preview Preview Payment Voucher

No	Account	Description	Debit	Credit	Ref / Inv No.
1	30203: Sterling Bank	Full payment for wifi and rack		NGN 5,000.00	

No	Account	Invoice No	Description	Debit	Credit	Ref / Inv No.
1	601: Trade Creditors 3 - Abc Corporation	1	Full payment for wifi and rack	NGN 5,000.00		
				NGN 5,000.00	NGN 5,000.00	

GO TO LIST

Start Workplace

New Edit **Search** Imported Material (SST)

ACCOUNTING. Account Payable
Invoice Received

Below is the invoice list. Select search item, category and click SEARCH button to view result.

Sokoto State Zakat And Waqf (Endowment) Commission . C01 Version : 1.0.5
SysID : 62800000 ModuleID : 62800002 Help

Search By: Invoice No AND Description Invoice Date, between 2/1/2024 and 2/29/2024 20 SEARCH

Src	Invoice No	Invoice Date	Creditor	Description	Amount			Status
					Forex	Ex. Rate	Local (NGN)	
0	INV234-0024	22 Feb 2024	Abc Corporation	Purchase of Laptops			250,000.00	Partially Paid
0	INV2024-0005	22 Feb 2024	Abc Corporation	Wifi devices and racks for all districts			50,000.00	Partially Paid

First | < Previous | 1 | Next > | Last
Page 1 of 1

1. In this module, click the **Payment Issued** menu and then click **Supplier Payment 1**.
2. Click the **supplier** name.
3. Complete the credit account and creditor invoice information.
4. Click **Submit** to save the record or **Back** to return.
5. Click the **Search** tab to review the invoice records.

17) Invoice Issued Module

This module allows users to register an issued invoice.

ACCOUNTING. Account Receivable
Invoice Issued

Please complete all invoice information and click SUBMIT button.

Sokoto State Zakat And Waqf (Endowment) Commission . C01 Version : 1.0.5
SysID : 62800000 ModuleID : 62800002 Help

Hide currency and subcode
Currency : NGN (Local) District : SIFAWA
Bank Buy Rate : 1.0000
Bank Sell Rate : 1.0000

Invoice No : 0 - I-2024-003 SST Inclusive

No	Date	Debit Account	Description	Debit	Credit	SST	Ref / Inv No.
1	22 Feb 2024	Test Debtor	Sell old furniture	25000.00		0.00	I-2024-003

Add new Debtor

No	Date	SST	Credit Account	Description	Debit	Credit	SST	Ref / Inv No.
1	22 Feb 2024		1002 Other Sales	Sell old furniture		25000	0.00	I-2024-003

Click here to add COA

Ex. Rat. 1.0000
Local Curr: NGN 25000.0

NGN 25000.0 NGN 25000 0.00 Add more rows...

SUBMIT

Start Work

Hide currency and subcode

Currency : NGN (Local) District : SIFAWA

Bank Buy Rate : 1.0000

Bank Sell Rate : 1.0000

Invoice No : I-2024-003 Invoice Issued

No	Date	Account	Description	Debit	Credit	Ref / Inv No.
1.	22 Feb 2024	304	Sell old furniture	25000.00	0.00	I-2024-003
		Test Debtor	Edit Subcode			SST
2.	22 Feb 2024	1002	Sell old furniture	0.00	25000.00	I-2024-003
		Other Sales	Edit Subcode			SST
3.	22 Feb 2024	502	Sell old furniture	0.00	0.00	GST Code : 00, 0%
		GST OUTPUT	Edit Subcode			SST

Ex. Rate 1.0000

Local Currenc NGN 25000

25000.00 25000.00

ADD more row..

SUBMIT **BACK**

Invoice Issued No. : I-2024-003 Status : **Unpaid Invoice**

Currency : NGN

Ex. Rate : 1.0000 District : SIFAWA

No	Date	Debit Account	Description	Debit	Credit	Ref / Inv No.
1.	22 Feb 2024	304 : Trade Debtors 1 - Test Debtor	Sell old furniture	NGN 25,000.00		

No	Date	Credit Account	Description	Debit	Credit	Ref / Inv No.
2.	22 Feb 2024	1002 : Other Sales (0 %)	Sell old furniture		NGN 25,000.00	I-2024-003
3.	22 Feb 2024	502 : GST OUTPUT (0 %)	Sell old furniture			GST Code : 00, 0%
				NGN 25,000.00	NGN 25,000.00	

GO TO LIST Print preview

1. In this module, click the **Invoice Issued** menu.
2. Complete the debit and credit account information.
3. Click the **Submit** button to save the record.
4. Verify that the information on the confirmation screen is correct, then click **Submit** to save the record or **Back** to return.

18) Payment Received Module

This module allows users to register a received payment.

ACCOUNTING. Account Receivable
Payment Received
 Below is the Debtor list. Select search item, category and click SEARCH button to view result.

Search By Debtor Name AND Debtor ID Item per page 20 SEARCH

Debtor ID	Debtor Name	Address	Phone Number	Created By
1	Test Debtor			admin

Transaction history for Today

Transaction Date	RV No.	Ledger Date	Description	Amount		Status	Created By
				Forex	Local (NGN)		
22 Feb 2024 10:02:01 AM	0- 2	22 Feb 2024	Zakat collected		300,000.00	ACTIVE	Yahaya.Shehu
22 Feb 2024 9:48:03 AM	0- 1	22 Feb 2024	Receive zakat on gold		10,000.00	ACTIVE	admin

ACCOUNTING. Account Receivable
Payment In
 Please complete all invoice information and click PROCESS button.

Debtor : Test Debtor

Currency : NGN (Local) District : SIFAWA

Bank Buy Rate : 1.0000

No	Date	Debit Account	Description	Debit	Credit	Ref / Inv No.
1.	22 Feb 2024	Sterling Bank	Recieve payment for selling old furniture	25000		

Click here to add COA

No	Date	Invoice No	Description	Balance	Debit	Credit	Receive By
2.	22 Feb 2024	I-2024-003	Sell old furniture	NGN 25,000.00			
			Ex. Rate : 1.0000				
			Local Currency : NGN 25000.00		NGN 25000.00	NGN 0.00	

Submit button will show up only upon complete filled up of the form.

SUBMIT BACK

1. In this module, click the **Payment Received** menu and select the debtor.
2. Complete the debit account and invoice number information, then click **Submit** to save the record or **Back** to return.

19) Report Module

This module allows users to view reports.

The screenshot shows the 'ACCOUNTING. REPORT' module interface. On the left, a vertical menu lists various accounting functions: G. LEDGER (GL), PAYABLES (AP), RECEIVABLES (AR), REPORT, POSTING, CLOSING, POST AUDIT, **REPORTING** (highlighted with a red box), CONFIG, BUDGET & PROJECTION, and LOG OFF. The main content area is titled 'ACCOUNTING. REPORT Report and Analysis' and includes a sub-link 'Select Icon to view Report'. A 'Financials Report' icon is highlighted with a red box. Below this, a list of 9 reports is displayed, each with a colorful icon and a brief description of its function.

- 1. TRIAL BALANCE**
This report will allow user to view all balance for each account in order to make sure the total value is balance
- 2. PROFIT AND LOSS**
This report will allow user to view summary of revenue versus expenditure base on the selected duration
- 3. PROFIT AND LOSS (advance)**
This report will allow user to view summary of revenue versus expenditure base on the selected duration. Duration extended to monthly and comparison
- 4. BALANCE SHEET**
This report will allow user to view summary of your assets, liability and also your equity and your accounting balance as of selected date
- 5. BALANCE SHEET (advance)**
This report will allow user to view balance sheet base on the selected duration. Duration extended to monthly and comparison
- 6. GENERAL LEDGER**
This report will allow user to view all ledger transaction base on selected duration
- 7. CUSTOMER - Statement Of Account**
This report will allow user to view customer transaction report base on selected duration
- 8. CUSTOMER - Aging**
This report will summary the aging for selected customer or all customer
- 9. SUPPLIER - Statement Of Account**

1. In this module, click the **Reporting** menu and then click **Financials Report**.
4. Click the required report.

20) Closing Module

ACCOUNTING. Closing
Account Closing
 Below is the balance sheet for the selected accounting period. Click on CLOSE ACCOUNT button to continue.

This is Sokoto State Zakat And Waqf (Endowment) Commission account. This account has never been closed before, closing period for this company is from Friday, January 1, 2021.

Please select FIS Closing Date:

CONTINUE **BACK**

ACCOUNTING. Closing
Account Closing
 Below is a accounting reports for the selected closing period. Click on INITIATE CLOSING to continue.

Sokoto State Zakat And Waqf (Endowment) Commission . C01

You are now initiating closing process for company Sokoto State Zakat And Waqf (Endowment) Commission.
 Closing period is between Friday, January 1, 2021 until Friday, December 31, 2021

Please click on the link below to view Financials Report.

1. TRIAL BALANCE REPORT
 2. PROFIT & LOSS REPORT
 3. BALANCE SHEET REPORT

INITIATE CLOSING **BACK**

You are verifying closing for company Sokoto State Zakat And Waqf (Endowment) Commission.
 Closing period is between Friday, January 1, 2021 until Friday, December 31, 2021

Please click on the link below to view Financials Report.

REPORT BEFORE ADJUSTMENT

1. TRIAL BALANCE REPORT
2. PROFIT & LOSS REPORT
3. BALANCE SHEET REPORT

REPORT AFTER ADJUSTMENT

1. TRIAL BALANCE REPORT
2. PROFIT & LOSS REPORT
3. BALANCE SHEET REPORT

CREATE ADJUSTMENT **PROCESS POST AUDIT CLOSING** **BACK**

Hide currency and subcode

Currency : NGN (Local) Month/Year : District : SIFAWA

Bank Buy Rate : 1.0000 Bank Sell Rate : 1.0000

Copy data from other transaction Invoice No. Journal Voucher

No	Date	Account	Description	Debit	Credit	Ref / Inv No.
1.	31 Dec 2021	Select COA	Edit Subcode			GST
2.	31 Dec 2021	Select COA	Edit Subcode			GST
3.	31 Dec 2021	Select COA	Edit Subcode			GST
4.	31 Dec 2021	Select COA	Edit Subcode			GST
5.	31 Dec 2021	Select COA	Edit Subcode			GST
6.	31 Dec 2021	Select COA	Edit Subcode			GST

Ex. Rate: 1.0000 Local Currenc: NGN 0.00

0.00 0.00

Add more row..

ACCOUNTING. Closing

Account Closing

Below is the balance sheet for the selected accounting period. Click on CLOSE ACCOUNT button to continue.

This is Sokoto State Zakat And Waqf (Endowment) Commission account.
The last closing date for this account is 2/22/2024 11:22:35 AM for financials date ended on 31 Dec 2021.

Please select FIS Closing Date: 31 Dec 2022

CONTINUE BACK

Previous Closing Records

ID	Close Date	Record Type	FIS From	FIS To	Process By	Buttons
2	22 Feb 2024 11:22:35 AM	Post Audit (Final Approval)	1 Jan 2021	31 Dec 2021	admin	TB PnL BS Undo Post Audit
1	22 Feb 2024 11:21:10 AM	Pre Audit (Initiate)	1 Jan 2021	31 Dec 2021	admin	TB PnL BS

OB & CB TEST View Opening Balance

1. In this module, click the **Closing** menu.
2. The system will display the account closing date. Click the **Continue** button.
3. Click the report to review it.
4. Click **Initiate Closing** to start the process or **Back** to return.
5. Click Create **Adjustment** if an adjustment is required.
6. Complete the required adjustment information.
7. Click **Process Post Audit Closing** to complete the closing process.

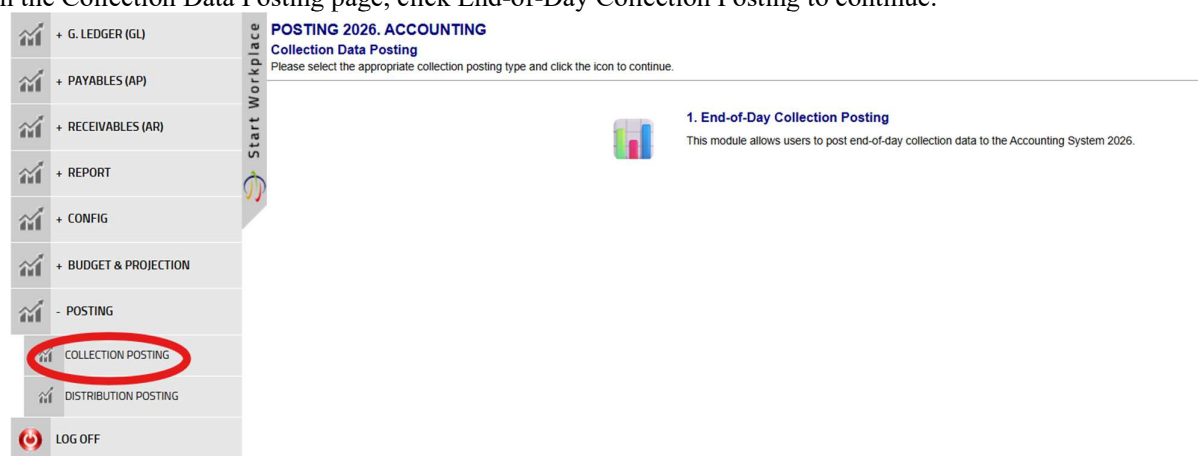
21) Collection Posting Module

This module allows users to post end-of-day collection data to the Accounting System, review posted journals, undo an incorrect posting, and review the undo history.

The Collection Posting module contains four main functions: New Posting, Posted Journals, Undo Posting, and Undo History.

A. Access the Collection Posting Module

1. From the main menu, expand POSTING and click COLLECTION POSTING.
2. On the Collection Data Posting page, click End-of-Day Collection Posting to continue.



B. Create a New Posting

1. The New Posting page displays end-of-day collection records that are available for posting.
2. Select the required District, Date From, Date To, Payment Method, and Display limit. Click Search to display the collection records.
3. Review the collection information, including the account/description, debit, credit, reference number, and officer. Ensure that the debit and credit totals are balanced before proceeding.

POSTING 2026 · Collection Data
END-OF-DAY COLLECTION
Below is the list of collection records. Select the correct account, tick the required record(s), and click POST TO ACCOUNTING to continue.

District: Date From: Date To: Payment Method: Display:

N	Account	Description	Debit	Credit	Reference No.	Officer	
1	IP	30 Sep 2026 ZAKAT PENDAPATAN		50.00	526090002	Nailah	☐
		CASH	50.00		CASH		
2	IP	30 Sep 2026 ZAKAT PENDAPATAN		10.00	626090005	Nailah	☐
		CASH	10.00		CASH		
3	IP	30 Sep 2026 ZAKAT PENDAPATAN		10.00	626090005	Nailah	☐
		CASH	10.00		CASH		
Total:			70.00	70.00			

4. Tick the required record(s). To select all displayed records, tick the checkbox in the table header.
5. After the required records have been selected, click POST TO ACCOUNTING.

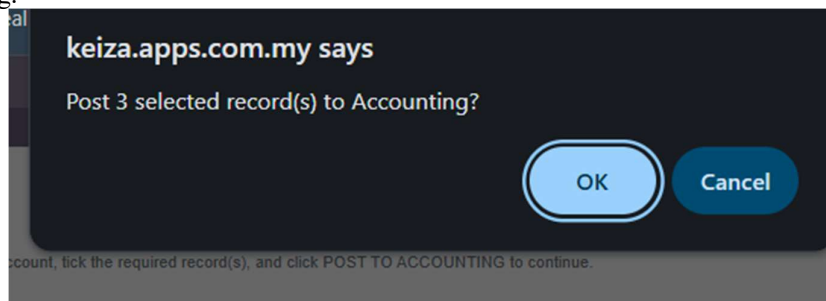
POSTING 2026 - Collection Data**END-OF-DAY COLLECTION**

Below is the list of collection records. Select the correct account, tick the required record(s), and click POST TO ACCOUNTING to continue.

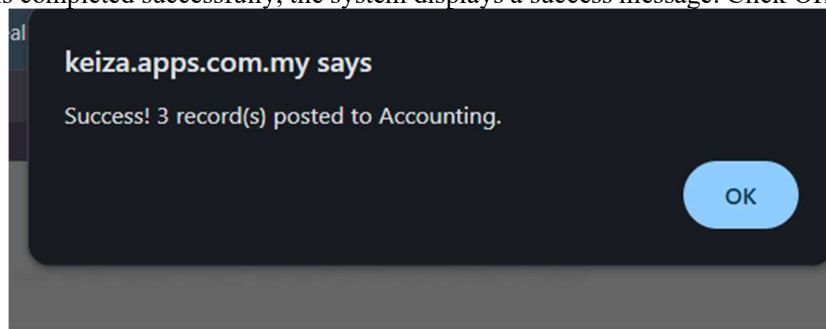
District: Date From: Date To: Payment Method: Display:

No.	District	Date	Account / Description	Debit	Credit	Reference No.	Officer	☒
1	IP	30 Sep 2026	ZAKAT PENDAPATAN		50.00	526090002	Nailah	☒
			CASH	50.00		CASH		
2	IP	30 Sep 2026	ZAKAT PENDAPATAN		10.00	626090005	Nailah	☒
			CASH	10.00		CASH		
3	IP	30 Sep 2026	ZAKAT PENDAPATAN		10.00	626090005	Nailah	☒
			CASH	10.00		CASH		
Total:				70.00	70.00			

6. A confirmation message displays the number of selected records. Click OK to confirm the posting, or Cancel to return without posting.



7. When the posting is completed successfully, the system displays a success message. Click OK to continue.



C. Review Posted Journals

1. Click the Posted Journals tab to review collection journals that have already been posted to Accounting.
2. Use District, General Search, Filter by Date, and Records Per Page to locate the required journal. Click Search to apply the selected filters, or Reset to clear them.
3. The list displays the RV number, district, date, description, amount, reference number, and the user who posted the journal. Click a journal record to view its details.

New Posting **Posted Journals** Undo Posting Undo History

POSTING 2026 - Collection Data
END-OF-DAY COLLECTION
Posted end-of-day collection journals for Company C01. Click a record to view details.

District: **All Districts** General Search: ☐ Filter by Date: Records Per Page: **20**

Company: C01 | Posted journals: 8

No	No. RV	District	Date	Description	Amount	Reference No.	Posted By
1.	RV130	IP	29 Sep 2026	TH - 1102 , Tarikh Bank slip = 29/09/2026 , No Bank SLip = CASH	788.00	626090004	SYSTEM
2.	RV129	IP	29 Sep 2026	TH - 1102 , Tarikh Bank slip = 29/09/2026 , No Bank SLip = CASH	40.00	626090004	SYSTEM
3.	RV128	IP	29 Sep 2026	TH - 1102 , Tarikh Bank slip = 29/09/2026 , No Bank SLip = CASH	31.00	626090002	SYSTEM
4.	RV127	IP	29 Sep 2026	TH - 1102 , Tarikh Bank slip = 29/09/2026 , No Bank SLip = CASH	31.00	626090001	SYSTEM
5.	RV126	IP	29 Sep 2026	TH - 1101 , Tarikh Bank slip = 29/09/2026 , No Bank SLip = CASH	400.00	526090001	SYSTEM
6.	RV125	IP	30 Sep 2026	TH - 1102 , Tarikh Bank slip = 30/09/2026 , No Bank SLip = CASH	10.00	626090005	SYSTEM
7.	RV124	IP	30 Sep 2026	TH - 1102 , Tarikh Bank slip = 30/09/2026 , No Bank SLip = CASH	10.00	626090005	SYSTEM
8.	RV123	IP	30 Sep 2026	TH - 1102 , Tarikh Bank slip = 30/09/2026 , No Bank SLip = CASH	50.00	526090002	SYSTEM
Page Total:					1,360.00		

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D. Undo a Posting

1. Click the Undo Posting tab to display journals that are available to be undone.
2. Use the available search filters to locate the required journal, then tick the checkbox for the journal to be undone.
3. Click UNDO POSTING. Only select records that genuinely need to be reversed, as the selected posting will be removed from the active Company C01 journals.

New Posting Posted Journals **Undo Posting** Undo History

POSTING 2026 - Collection Data
END-OF-DAY COLLECTION - UNDO POSTING
Berikut senarai jurnal yang telah posting. Tick checkbox dan klik UNDO POSTING untuk undo posting secara satu-persatu.

Undo individual records or select all records on this page Company: C01

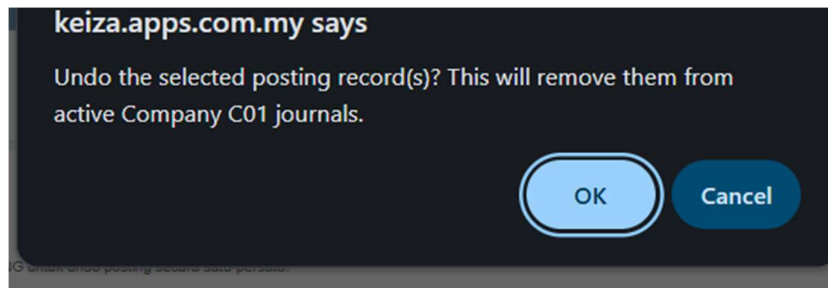
General Search: Payment Method: **-- All --** District: **All Districts** ☐ Filter by Date:

Records Per Page: **20**

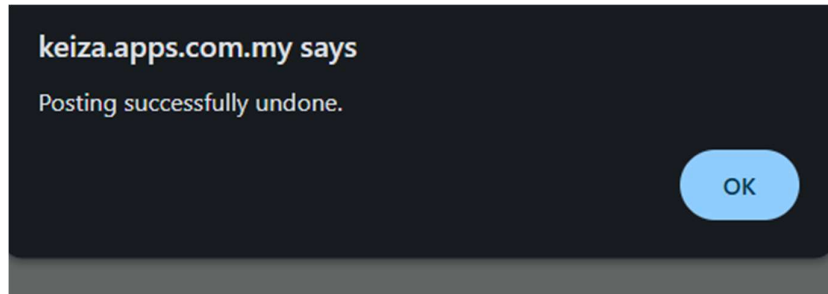
#	RV No.	District	Date	Description	Amount	Reference No.	Posted By	
1	RV130	IP	29 Sep 2026	TH - 1102 , Tarikh Bank slip = 29/09/2026 , No Bank SLip = CASH	788.00	626090004	SYSTEM	☒
2	RV129	IP	29 Sep 2026	TH - 1102 , Tarikh Bank slip = 29/09/2026 , No Bank SLip = CASH	40.00	626090004	SYSTEM	☐
3	RV128	IP	29 Sep 2026	TH - 1102 , Tarikh Bank slip = 29/09/2026 , No Bank SLip = CASH	31.00	626090002	SYSTEM	☐
4	RV127	IP	29 Sep 2026	TH - 1102 , Tarikh Bank slip = 29/09/2026 , No Bank SLip = CASH	31.00	626090001	SYSTEM	☐
5	RV126	IP	29 Sep 2026	TH - 1101 , Tarikh Bank slip = 29/09/2026 , No Bank SLip = CASH	400.00	526090001	SYSTEM	☐
6	RV125	IP	30 Sep 2026	TH - 1102 , Tarikh Bank slip = 30/09/2026 , No Bank SLip = CASH	10.00	626090005	SYSTEM	☐
7	RV124	IP	30 Sep 2026	TH - 1102 , Tarikh Bank slip = 30/09/2026 , No Bank SLip = CASH	10.00	626090005	SYSTEM	☐
8	RV123	IP	30 Sep 2026	TH - 1102 , Tarikh Bank slip = 30/09/2026 , No Bank SLip = CASH	50.00	526090002	SYSTEM	☐
Jumlah Keseluruhan:					1,360.00			

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4. A confirmation message will be displayed. Click OK to proceed with the undo, or Cancel to return without making changes.



5. When the undo process is completed successfully, the system displays a confirmation message. Click OK to continue.



E. Review Undo History

1. Click the Undo History tab to review collection journals that have previously been undone.
2. Use General Search, Filter by Date, and Records Per Page to locate the required record.
3. The list displays the RV number, district, date, description, amount, reference number, and the user who originally posted the journal. Click a record to view its details where available.

New Posting Posted Journals Undo Posting **Undo History**

POSTING 2026 . Data Kutipan
 Data Kutipan Tamat Hari Yang Telah Diundo
 Berikut senarai jumlah yang telah diundo posting. Klik senarai untuk butiran.

Carian : No. RV/Daerah/Penerangan/No. Rujukan/Pegawai ☐ Filter by Date Bil. Data Per Halaman Search Company: C01

30 Sep 2026 20

No.	RV No. #	District #	Date #	Description #	Amount	Reference No. #	Posted By #
1.	RV130	IP	29 Sep 2026	TH - 1102 , Tarikh Bank slip = 29/09/2026 , No Bank SLip = CASH	788.00	626090004	SYSTEM
2.	RV124	IP	29 Sep 2026	TH - 1102 , Tarikh Bank slip = 29/09/2026 , No Bank SLip = TUNAI	31.00	626090001	SYSTEM
3.	RV123	IP	29 Sep 2026	TH - 1101 , Tarikh Bank slip = 29/09/2026 , No Bank SLip = TUNAI	400.00	526090001	SYSTEM
Page Total:					1,219.00		

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The Collection Posting process is complete after the required collection records have been posted successfully. Posted transactions can be reviewed under Posted Journals, while any reversed postings can be traced through Undo History.

END
THANK YOU