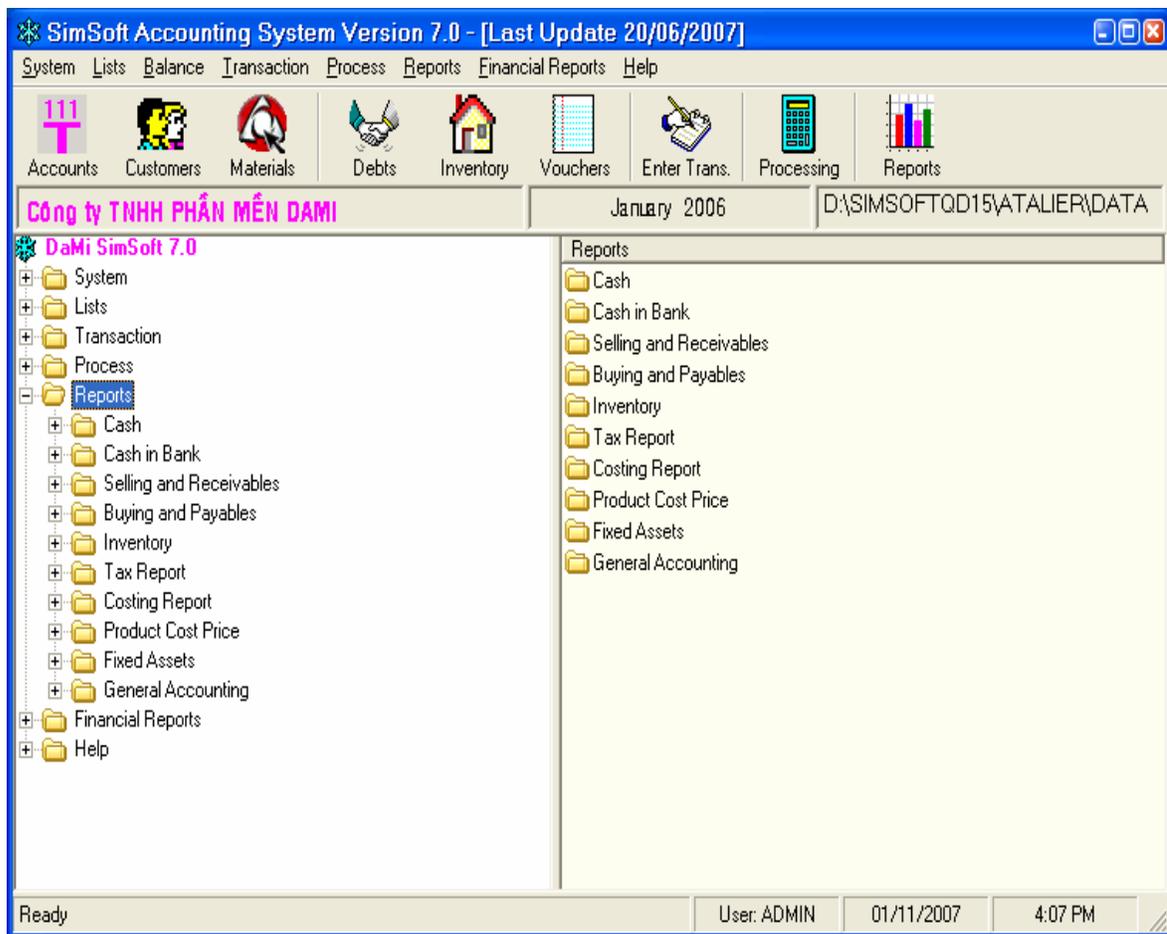


For internal use only

MANUAL BOOK

ACCOUNTING SOFTWARE **SimSoft**



HO CHI MINH CITY, 2010

Addr: 24/3B Pham Van Chieu, Ward 12, Go Vap Dist., Ho Chi Minh City –

Tel: (08) 4272091 – 4272092 – 9871787 - 0913 111 616; Fax: (08) 4272093

Email: sales@damivn.com - Website: <http://www.damivn.com>

INTRODUCTION

-----o0o-----

SimSoft is accounting software which aims to simplify all operation process progress of the Accounting – Finance Department in the enterprises. SimSoft’s remarkable character is to optimize data source and system, support total process and limit taking note to minimum – but it still guarantees the accuracy and sufficiency of the information datum.

SimSoft has only 1 data input monitor for all arising economic operations. One side, it supports accountants and users not need to spend lot of time to get familiar and use the program, in other side, SimSoft aims to optimize the interactive process and interface between the program and users.

With these characteristics, we hope that this Guidebook Manual of SimSoft accounting software will help accountants, users and who are interested into SimSoft can approach and work with program in convenience manner and fast.

This book aims to be short, sufficient, easy to understand, focus on characteristics and operations with SimSoft. At the end of this guidebook is Q&A part about SimSoft which composed by the authors. DaMi hopes to get more and more contribution ideas from readers in order to improver and perfect and become more nearer with the users.

Every contribution ideas from customers is an experience to DaMi.

Pls kindly send all questions and discussion issues to Technical Department – DaMi Software Company

📍 24/3B Pham Van Chieu Str., Ward 12, Go Vap Dist., HCMC

☎ 4272091 – 4272092 – 9871787 – 0913 111 616

✉ sales@damivn.com <http://www.damivn.com>

Addr: 24/3B Pham Van Chieu, Ward 12, Go Vap Dist., Ho Chi Minh City –

Tel: (08) 4272091 – 4272092 – 9871787 - 0913 111 616; Fax: (08) 4272093

Email: sales@damivn.com - Website: <http://www.damivn.com>

Part I: PREMINALARY PREPARATIONS

- 1. Installation of SimSoft
- 2. Start SimSoft.....
- 3. Operating mechanism of SimSoft.....
- 4. Prepare datum and declare.....

Part II: WORKING WITH SIMSOFT

DECLARE THE SYTEM PARAMETERS (Alt_H)

- 1) Set up the posting datum of periods in accounts (Alt_H_2)
- 2) Set-up for more users
- 3) Allocation users’ rights and security (Alt_H_6).....
- 4) Data transmission.....
- 5) Save/ Recover datum
- 6) System maintenance (Alt_H_5).....
- 7) Lock/ Unlock the books (Alt-H_L/M)

SYSTEM OF LISTS (Alt_D).....

- 1) List of accounts (Alt_D_1).....
- 2) List of documents (Alt_D_2).....
- 3) List of customers ((Alt_D_3)
- 4) List of calculating units (Alt_D_6).....
- 5) List of materials, goods (Alt_D_4)
- 6) List of material groups, products groups (Alt_D_5)
- 7) List of warehouses (Alt_D_7)
- 8) List of areas (Alt_D_8)
- 9) List of costs (Alt_D_9).....

- 10) List of currencies (Alt_D_B).....
- 11) List of exchange rates (Alt_D_C).....
- 12) List of parts (Alt_D_D).....
- 13) List of fixed asset types (Alt_D_E)
- 14) List of fixed assets sources (Alt_D_F).....
- 15) List of fixed assists (Alt_D_G).....
- 16) General charts
- 17) Books of original documents (Ctrl_G or Alt_N_Up):

MANUPULATING OPERATION DONE WITH SIMSOFT

- 1) Open data sheets
- 2) Mark and select 1 note sheet in data chart
- 3) Multi-select many sheets in data chart.....
- 4) Arrange information column in data chart
- 5) Change the cell (row, column) width and height in data chart.....
- 6) Select column (Hide/ Unhide) in data chart (Alt_H or Alt_L_D).....
- 7) Search information in data chart (Alt_T or Alt_L_3).....
- 8) Refine by column (Alt_C or Alt_L+1).....
- 9) Input new information into the list (Alt_M).....
- 10) Delete information in data chart (Alt_X)
- 11) Correct datum in data chart
- 12) Arrange data in data chart
- 13) Change title of column in data chart
- 14) Replace values of column
- 15) Format data in column (Alt_L_B)
- 16) Create formulas for datum (Alt_L_F).....

- 17) Select rows with expressions (Alt_L_G)
- 18) Bring datum out into Excel (Alt_L_H)
- 19) Copy input data/output data
- 20) Input documents (Ctrl_N or Alt_N_1)
- 21) Process data and check balance
- 22) Entry of depreciation of fixed assets.....
- 23) Transfer budget and apportion at the end of period.....
- 24) Close the books and transfer to next period (Alt_T_K).....
- 25) Transfer balance of previous period to opening of next period

Part III: REPORTS

- I. **ACCOUNTING BOOKS**
- 1. Cash
- 2. Cash at bank.....
- 3. Sale and receivables
- 4. Buy and payables.
- 5. Inventories
- 6. Tax report
- 7. Report of expenses
- 8. Report of construction site
- 9. Fixed assets
- 10. General accounting
- 11. **Balance sheet**

Appendix

Part I:

PREMINALARY PREPARATIONS

1. Installation of SimSoft

Below equipments are in need to promote strength of SimSoft

- Strong configuration computer (stably running with Microsoft’s Windows operating system.
- Network environment: LAN or INTRANET
- Printers and other office equipments.

2. Start SimSoft

After installing SimSoft successfully, this program icon appears on Desktop and in Start/Program.

Before working with SimSoft, user must register his username and password. Administrator’s accounts initially default by ADMIN and empty password.



3. Operating mechanism of SimSoft

Like a machine, SimSoft is built by tight relating subsystem. Each subsystem “*is in charge*” of some specific function. The source of initial information and processed information saved in database with relative structures. This creates basic difference between SimSoft with traditional data processing programmers. Each data system has structure and relations will be saved in database files, in directory: SimSoft\Data\<*.ddf> (Database filename is accounting period, for example: database file of January 2006 is “T01_2006.ddf”)

Besides checking of data right when update time (such as same information, lacking information, wrong data type ...), SimSoft is also equipped **the automatic checking tools and error detection**. *These errors are very complex and difficult to detect such as general accounts are not calculated in details, account balance is not balance etc...* In processing process, SimSoft also creates temporarily file system. For example: Information about last version, information about automatic processing result; automatic output file and reserve.

3. Prepare datum and declare

Prepare datum is necessary initial operation to use SimSoft. This is also an important

content in accounting work processed by computer.

The important condition is accounting datum must be **accurate, sufficient, and reliable**. Prepared datum include: List of detailed accounts, **present balance of accounts at the time to apply the SimSoft accounting software**. Besides that, there are also many other important lists such as: **List of customers, List of materials and goods, List of warehouses, List of calculating units, List of fixed assets**.

Not only that, information system (include human) must be convenience for information organization. **Computerized accounting is different with manual accounting that each object must be issued the “code”** – which are basics for computer to understand and process user’s orders. When transfer from manual operation to computerized accounting, accountant must understand and **expert computer as well as have a thorough grasp of informatics**.

*

* *

Part II:

WORKING WITH SIMSOFT

I. DECLARE THE SYTEM PARAMETERS

Meaning and Function of the declaration of system parameters:

- Manage initial information for the data processing process and make the report; mänge system parameters (For example: Name, address, Tax code; accounting period etc will be used to print on reports).
- Manage and control input/output data, maintenance the system’s operation status and data in safety by checking, back-up and allocating user’s rights to update data.

 Trước khi thực hiện một công việc liên quan đến hệ thống (như xử lý dữ liệu, sao lưu/ phục hồi dữ liệu, khóa sổ chuyển sang kỳ hạch toán mới...) phải đảm bảo rằng chỉ có một máy đang làm việc trên cơ sở dữ liệu đó

 Trước mỗi phiên làm việc, người sử dụng phải kiểm tra hệ thống đang hoạt động đối với kỳ hạch toán nào.

 Thông tin kỳ hạch toán được hiển thị trên thanh trạng của SimSoft. Để thay đổi nhanh kỳ hạch toán, có thể nhấp đúp (Double Click) vào vùng này. (Hình minh họa)



Before executing a job relating to the system (such as process data, backup/restore data, close the books and transfer to new posting period,...), must be sure that only one machine is working on that database)

Before each session, users must check operating system with which posting period.

Information of the posting period is displayed on the status bar. To change the posting period, doubleclick this area (see Figure)

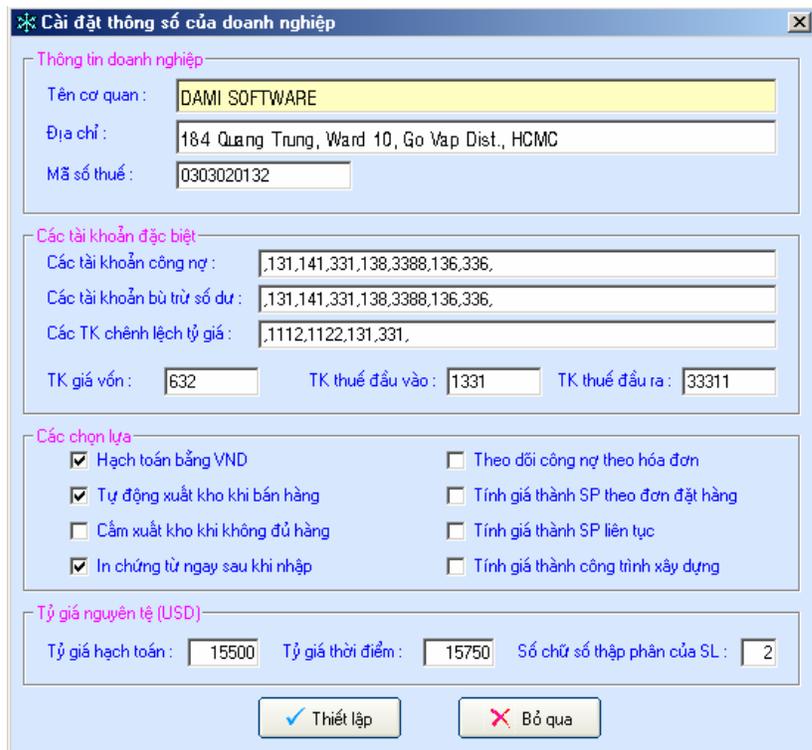
1. Set up the posting datum of periods in accounts (Alt_H_2)

Management parameters include:

- *Name of company, address, tax code which will be printed out on reports.*
- *Accounting period:* this is time (month, quarter, year) that is ready for present work. Base on these information, SimSoft will automatically define month, year on the input screen and generalize the report.

- **Payable accounts, compensate balance accounts, Sales accounts, Differential exchange rate accounts, capital accounts, Tax accounts.**

- Besides that United accounts systems which issued by the Ministry of Finance, each enterprise will have need to put codes with various nature and levels. SimSoft allows declaring these account systems and managing convention objects, defaulting for the information processing and data generalization. This also shows that the adaptable and suitable ability of SimSoft with detailed management situation of each company as well as frequent changes of our country’s accounting system.



- Besides that, program also supports to declare other parameters:

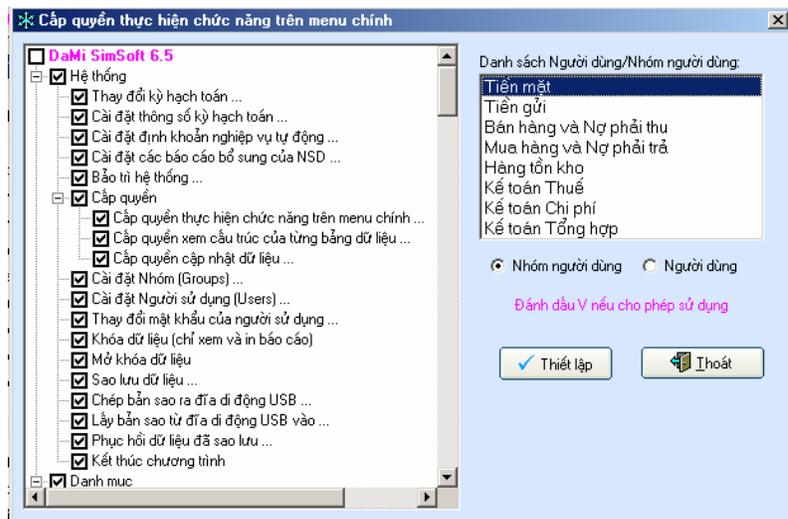
- Automatically putting out of warehouse when selling goods.
- Forbidding to put out of warehouse when shortage of goods
- Printing documents after input (*if this is selected after each time of access into 1 document, SimSoft will ask the user to print out that document or not*)
- Calculating the cost of products up to the orders.
- Calculating cost of construction site.
- Allowing to follow-up the debts with these invoices.
- Types of currencies and accounting exchange rates.

2. Set-up for more users:

If the company has many accountants, each person is in charge for some function, specific duty, and he/she is in her/his own responsibility about her/his own data, so in order to do this, it is necessary to give her/him an <account> with username <System> → Set-up username →

3. Allocation of users’ rights and security (Alt_H_6)

- Information processing process by computer which is accuracy and always requested the safety and security of data. SimSoft supplies the Administrator with rights to control staffs’ whole activities.



- Users ‘right allocation is

done by sharing the job for each user, specify to each job, action of user to the database. This is one of important functions of SimSoft, which presents manager’s organizational science, work distribution to the team-works as well as create safe feeling for users.

-In order to allocate users ‘right : <System> → move to “Allocate user’s right section <Allocate users’ rights> → <Allocate users’ rights by function on main menu >. On the left side, people who is allocated user’s right (for example, Accountant of warehouse) , on the right side, it is marked “Check” in items which that user had rights to do and in contrary →that user can’t open that report or can’t open that function.

4. Back-up/ Recover data

Not only safety and security of information, SimSoft also provides users the data protecting tools which prevents the illegal invasion, virus’s damage, unintended broken down or changes. With reserve back-up mechanism, users can feel secure about data after each time to work on.

- ✓ **Backup data** : Realize as follows in order to back-up: <System> → move to <Backup data> → select “Yes” to back up data, if not, select “No”.
- ✓ **Recover data** : Realize as follows in order to recover the backup data :<System> → move to <Recover backup data > → select “Yes” to recover back up data, if not, select “No”.

5. System maintenance (Alt_H_5):

- ✓ Besides the back-up and recover data, SimSoft also has self-maintenance for data source to be in best operation. After maintaining of the system, SimSoft will check errors.
- ✓ In order to activate system maintenance function: <System> *move to* <System *maintenance*>. With calculating errors, computer will use data processing tools (F9) to show the checking results to users.

6. Lock/ Unlock the books (Alt_H_L/M)

Like opening books to write down occurred accounting duties of each accounting period, SimSoft allows users to lock/unlock books to write down occurred accounting duties. These manual accounting duties take a lot of time and labor. Moreover, when lock the books, it is not much possible to change or revise the error. Therefore, SimSoft is very convenience that users can revise and update data at any time, and guarantee the revise the account books as correct as the Ministry of Finance’s regulations. Revised data is updated right then. The synchrony of data in mid-terms is being supported automatically and easily by “Balance transfer tools”

Steps to lock/ unlock data books as follows: <System> → move to <Lock data>/<Unlock data>. After lock the data, user only can see the reports, others functions such as data processing, financial report processing, system maintenance, inputting documents can’t be used.

7. Copy data from program to USB movable disk

Besides the save/ recover functions to protect the date, SimSoft also equipped the “copy data from program to USB movable disk” functions for users for more convenience in saving data: (<System> → move to <copy date to movable disk >). **Note:** Before use this functions, at first user must attach USB with computer.

Signification – Function of the list system:

- *The data system*, have the role of encoding the object of management according to determined mode.
- *To automate the information concerned*, to minimize data entry and mistake.

Addr: 24/3B Pham Van Chieu, Ward 12, Go Vap Dist., Ho Chi Minh City –

Tel: (08) 4272091 – 4272092 – 9871787 - 0913 111 616; Fax: (08) 4272093

Email: sales@damivn.com - Website: <http://www.damivn.com>

- *To check relevant object of management*, to ensure unity and synchronization which related to that object
- *Can search the information of project quickly through encoding system and guideline.*

SimSoft is the product which is created based on the study of application and usage. During the developed period, **DaMi** realizes that a good application of data base must be satisfied the demand of processing, operation and information saving simply. The most appropriate and effective way is to permit users to work directly with objects through data net (data list). It is also suitable with users’ habit when working with office software such as MS Excel, MS Access...

Therefore, almost data list of Simsoft is presented by data net – **data base**.

1. Accounting list (Alt_D_1)

Account list is a data base saved information about account system which is used by company.

With **SimSoft**, it doesn’t take a lot of time for account statement as **SimSoft** was created Accounting system based on The Accounting regulation of Small and Medium sized enterprise of Decision *15/2006/QĐ-BTC issued on 20 March 2006*. Accountants can be added or removed accounting in order to corresponding to their requirements such as:

- II. To choose the menu <List> □ move to <Chart of Accounting>, or click on <Accounting> on the main display screen. When the user opens the accounting list □ it has the functional button and command to edit accounting list following their own usage demand including the following function: <Add New>, <Delete>, <Edit>, <Sort>, <Filter>, <Find>, <Select Columns>, <Command>. All the aboved functional buttons are instructed carefully at **Part III: HOW TO USE WITH SIMSOFT**.
- III. Balance declaration is quite simple. **The user just declare the balance of detailed account, SimSoft** will calculate the balance of general accounts automatically. Checking, comparasion balance and additional amount can be ensured always by [automatical processing and finding mistake tool](#).

Note: Specially for the balance of debit account (131,141,331,...), user must declare in debit list: **To click on <Debt>** button on the main display screen of SimSoft program, then click on “Add New” in order to add all objects have balance but haven’t not been declared yet. In case any object is declared but hasn’t had first period balance, it still can declare as follows: to **Click on <Debt> button →** to display the correlative list of debit of each client, if you want to declare any first period balance of any “**Accounting**” of some client, just

click on <Edit> then move the cursor to the line plan to declare, when finished, click on <Update> to save the declared datas.

2. Voucher list (Alt_D_2)

This is the information board described about the kind of voucher used by company. It takes a role of default information of vouchers (such as: accounting entry of default voucher, default copy, default entry....) Specially for this data base, user can declare the specic information for each kind of voucher, input <Input Voucher Fig> – it will input the only first data entry.

The highlight feature of **SimSoft** is that we can use only one entry display screen for all voucher, report (as well as other business operation). **SimSoft** allows user to customize entry display screen and adjust in accordance with each specific voucher.

Note: When we want to add another voucher, we should choose the category of that voucher.

3. Client list (Customer List) (Alt_D_3)

To declare Client list: click on <Customer> button on the main screen or click on menu <Lists> and choose <Customer List>.

- Click on <Add New> to add more client.
- Click on <Delete> to delete those clients who don't have any further business.
- Click on <Edit> to edit wrong client's data.
-

Client list is the information about legal entity whose company has to manage their debit. They are maybe the purchasers, suppliers, partners, employees... and the others should track their debit.

Client list will be used to input carried forward balance and arised information. Each object has its default account, correspondence to mutual relation internally. So, each debtor can be one or two different legal entities ⁽¹⁾

Note: During the declaration period, user can choose debit account code of that client, this program automatically update to <Công nợ>.

If we don't choose debit account code, we can not update to debit list. In such case, if we want to add that client to <Công Nợ> so we open <Công nợ> list and add normally like when we want to add new client. Not to put directly but to choose suitable account code and suitable account client.

4. **Unit list (Alt_D_6)**

In **SimSoft**, unit is the measure unit for each kind of product in stock. This is the default information for each product on input display screen.

5. **Material list (Alt_D_4)**

To declare material list: Click on <**Vật tư**> on the main display screen or click on Menu <**Danh Mục**> and choose <**Danh mục vật tư hàng hoá**>. (*The declaration method and functional button is the same with Client list.*)

When finishing input material list, the program will automatically update to Input-Output-Stock list, but all Input-Output-Stock data are “0”. When finishing input material list, if the user want to input in stock product of first period, click on “**Tồn Kho**” on the main display screen. Then click on “**Sửa**”, choose the suitable material code for their value of first period.

Material list is the list of product in stock. These information will make default for updated entry data which are concerned with entry display screen such as account, unit, VAT...

6. **Group of material list (Alt_D_5)**

For the trading company or those companies who produce many product categories, it is necessary to manage in detailed each kind of product. **Danh mục nhóm vật tư hàng hoá** can be satisfied that requirement. Below is the list containing the information about product category, product types. When we declare product group, these information will be used to input materials, product in [Bảng tổng hợp Nhập-Xuất-Tồn VTHH](#)

7. **Warehouse list (Alt_D_7)**

Warehouse list is the list of warehouse being used. This list is closed to Input-Output-Stock list and original voucher book to ensure that each product in stock will be check carefully at each storage.

8. **Zone list (Alt_D_8)**

From the management demand of each object in different places, **SimSoft** has created **zone list** to satisfy that demand. With the input and used data in zone list, the manager will have the statistical figure of each object on each zone, region. These information with the general outlook about the market are useful for their business plan. Therefore, that list is essentially used for planning and decision management.

9. **Cost factor list (Alt_D_9)**

To save cost is the basic purpose at every business. In order to save cost, firstly, the manager has to know clearly all information and movement of each kind of cost. With specific factor, cost control is requested to have detailed, specific and well-found information. **Cost factor list** can assist the manager to divide cost factor and expense of their company in order to define the arised business.

The way to declare and entry each kind of cost is the same as client. When we input the arised amount of each object, use choose only the code YTCP at the suitable debit or credit, the program will automatically entry the data on the list and also on the report, user can double check and print out concerned report by: Choose Menu < Báo cáo> → <Báo cáo chi phí>)

10. **Cash on hand list (Alt_D_B)**

For the import – export companies which are often have foreign exchange, **SimSoft** created the list of Cash on hand list in order to assist the management skill and to enter the monetary easier and more accurate.

11. **Rate list (Alt_D_C)**

With the input information in this list, **Simsoft** can process exchange rate and exchange rate difference automatically.

12. **Fixed asset using list (Alt_D_D)**

The purpose of this list is to manage those used fixed asset list. Fixed asset distribution for each department has some advantages as it is ensure the reasonable, accurate of figures in report about the using fixed assets. In another hand, by these figures, manager can define the responsibility and legality of each department about the fixed asset they are using.

13. **Fixed asset category list (Alt_D_E)**

Fixed asset category list is used to input those assets that the company wants to manage specially. Default fixed asset category list was input by **SimSoft** be classifying account system.

14. **Fixed asset source list (Alt_D_F)**

To invest on fixed asset is the long term investment plan and have great amount in investment capital of the company. For the fixed assets are created by different sources, it is difficult and necessary to manage required us to have the system to track the increase-decrease of each source. With **Simsoft**, user can define the resource to begin fixed asset such as: their own capital, national budget, to be sponsored to borrow... From these information and detailed information about fixed asset, **Simsoft** will automatically define the depreciation of each source.

15. Fixed asset list (Alt_D_G)

Note: In order to input the fixed asset list, it should entry the 3 follwing item (department list using fixed asset, fixed asset category, Source)

Click on **Menu <Lists> Chọn <Fixed Asset List>**. Entry method and functional button is the same with Client list.

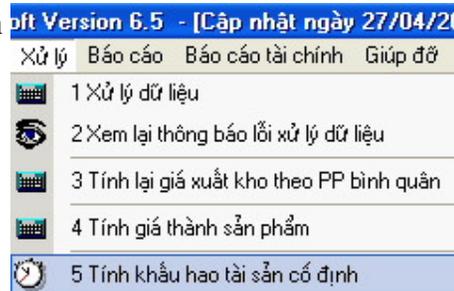
There’s the list of using fixed asset. This list is saved from the beginning entry of the using fixed asset list. This list is save the first entry information of fixed asset such as: Entried account, depreciation account, original price, validity period.

If it is the existing asset, we should input the folloing situation:

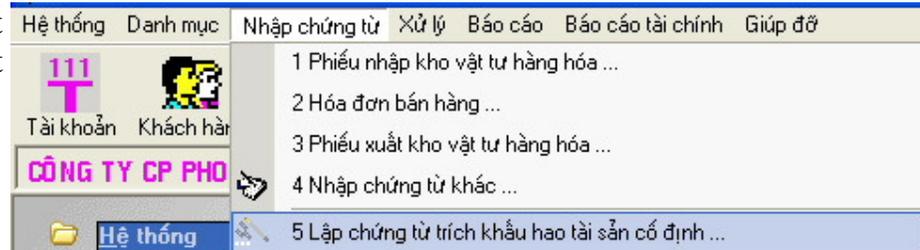
Note: When finishing the existing entry fixed asset list, user has to put on <Lists> → choose <Bảng tổng hợp khấu hao TSCĐ>. Choose edit then input the value (Total depreciation was processed and depreciation being done this year)

After finishing input the fixed asset list – to calculate and to deduct the depreciation the fixed assets as follows:

1. Depreciation Calculation :



2. Make document from Fixed Asset Extracts:



16. General list

To have advantage in collect, analyse data and report, **SimSoft** has created saved data list. The information in this list has closed relation to arised business (collected from original voucher book).

The general list including:

- **Import-Export-Stock list (Alt_D_L):** report the information about product in stock and import/export of actual materials.
- **Debit list (Alt_D_K):** report the balance and payment in this period.
- **Depreciation of fixed asset list:** report original price, actual price and depreciation in this period.
- **Debit list of each project:** report the balance in debit or credit of client of each project.

17. Original voucher book (Ctrl_G or Alt_N_Up):

Original voucher book is the saved information list of all arised business in entry period. As accounting diary, the original voucher book report the arised business in timing ordre and actual figure. Based on the number of preliminary voucher, user inputs the information into original voucher book on entry display screen. The number in original voucher book and in data list has closed relation to give the sufficient and total information system. With this information, SimSoft has created reports in different level, to ensure logicity and synchronic.

After entry, user can process and edit easily and quickly the wrong and incorrect information in report. Click on **<List Voucher>** → choose **<Edit>** move the cursor to place need edit → edit.

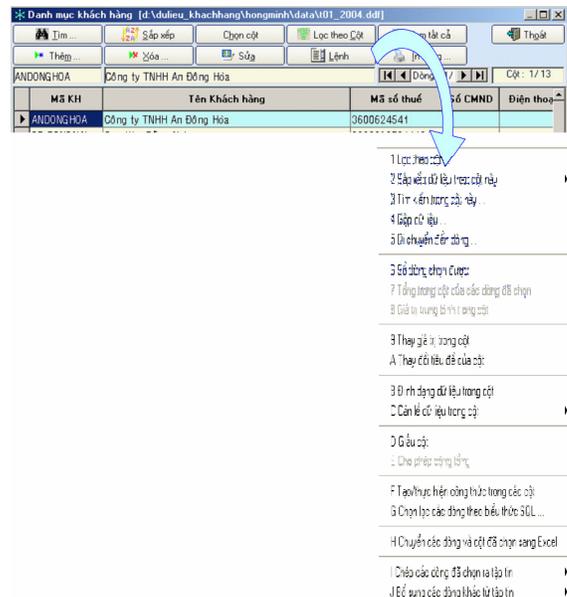
There are many columns in Original voucher book. If user rarely uses any column, they can hide temporary by: Click on **<Chọn Cột>** → hide column.

I. MANIPULATIONS WITH SIMSOFT

Beside the menu system and buttons presented on the updated screen, **SimSoft** also provides for users a menu system that is usually used to work with data on grid.

The menu system is designed in the form of “popup” or is not displayed directly or called context menu. That means, it doesn’t display directly on the screen but appear whenever the user need..

There are two ways to “call” this menu:



- *Use order button on the toolbar.*
- *Right click on any position on the table containing the data.*

The order Menu appears like the figure above.

1. Open the data table:

-To access to which object (list, order or report), users work directly on the menu tree on the background – main window of **SimSoft**. The advantage of this way is that SimSoft always “archives” (records) manipulations that are just used by the user.

2. Mark a record on the table.

List is a detailed information table about a group of objects. For example: Customer List is the detailed information table about buyer and provider and other debt objects. Each record is a collection of information about that object (called *record*), in which each cell contains information (call *data field*). To choose a certain object, just move the cursor to the information record of that object.

To choose the whole line, use the key combination **Ctrl + Space** or Click on the left margin (before the first cell) of the line. By default, in the read only mode, SimSoft understand the marked record as current record and displayed on the **moving button group**.

In case the list has so many records, SimSoft supports users with an exstreme powerfull Search Engine and Data Filter. With this tool, users can totally access any information according to the searching criteria, from general to particular.

3. Choose many records in data table

- Choose many continuous records: choose the first record in the block to be marked, press the key Shift, then mark the last record in the block.

- Choose many discontinuous records: Press the key Ctrl, then click to choose the records to be marked.

4. Arrange the information column in the data table in order

To present the information in scientific order and suitable for the statistic work, to meet the searching, analyzing, SimSoft supports users with the column order changing ability.

To do this, users click on the title of the column to be changed, then press, keep and drag and drop in the desired position. This action is very simple and visual, make users not feel affected and inflexible.

5. Change the width and height of the cell (row, column) in the data table

Sometimes, the information record is hidden because the width of the cell (also the width of column) is not big enough. To adjust the width of the cell, users place the cursor on the right line, above the column title (when the cursor has the form ) , then double click. If it is not yet as expected, place ..

The above act is the same for the data row.

6. Choose column (hide/show fields) in the data table

Sometimes, users just want to see some information of the object in the data table. Besides the property of arranging order and adjust the column width, SimSoft also allows users to hide/show the data field as expected.

Steps as below:

- Click on the button **Chọn cột** or the key combination **Alt_H**
- Mark to show all the column. **Chọn tất cả** if you want to show all the column, **Bỏ tất cả** to mark again.
- **Duyệt** to confirm (Note: at least one field is selected); **Hủy bỏ** to cancel this setting.
- Users can hide/show by dragging and dropping on the column title or use the Menu **Giấu cột** or the key combination **Alt_L_D**

7. Search information in the data table (Alt-T or Alt_L_3)

To search by a certain information field, users just choose the correspondent data column. Then click the button **Tìm** on the toolbar or the key combination **Alt_T**. Name of the searching column is display on the Title of the searching screen (adjacent figure)

Operation for search:

Operations	Meaning
=	Find exactly
Like	Find nearly exact
<>	Find to exclude
>	Find bigger value
<	Find smaller value
>=	Find bigger or equal value

<=	Find smaller or equal value
----	-----------------------------

Representative values:

Representative value	Meaning	Example	Results
*	Represent for any value	“Kế*”	Find all string, begins with the word “Kế”
?	Represent for character on that position	“???toán”	Include 7 characters, with the last character “toán”

8. Filtering Order by column (Alt_C or Alt_L + 1)

This is the important function and used regularly in SimSoft. This function can even replace for Searching Function due to its usability.

The advantage of Filtering Function is the ability to display directly the result according to filtering criteria on the grid. This helps users concentrate on expected information on the other hand; it also allows displaying the objects group with the same filtering criteria.

With is function, SimSoft doesn’t limit the searching criteria. This increases accessing efficiency (question and answer) to information. The analyzing result also has higher value.

There are two combined filtering criteria:

- Filtering combines with many criteria at the field (column) of current data.
- Filtering combines with many criteria at the field (column) of other data

Depend on the detailed level, users to choose correspondent values on the screen:

- *If only filter the values at current field (column)d, after choosing*
- The combined filtering condition (if any), users choose **Không nói** on the filtering screen ① and **Thực hiện lọc** on the filtering screen ②
- *If filter the values at many different fields, after choosing many filtering criteria at the current field, users choose **Không nói** on the filtering screen ① and choose one among two combined operations **Và/Hoặc** on the filtering screen ②, then identify filtering criteria on other field and **Thực hiện lọc** as step 1.*

With the filtering result, users can print out right away the information on paper or update the datas need to be replaced as: [Thay thế giá trị trong cột; xuất thông tin ra ngoài...](#) in order to serve the data synthetization and analysis



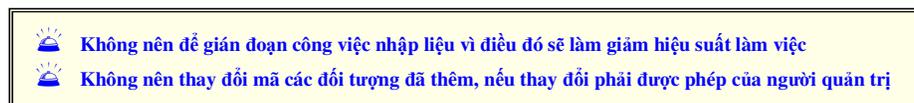
9. Add new record into the list (Alt M)

To **add** an information record into the list, firstly users must have **enough** information of the object. How much enough the information is, how much convenient the data update is.

Secondly, must ensure the **synchronous and consistent** of the code: eject the duplicate, overload possibility.

After having enough information, users can add through the function [màn hình thêm mới](#).

To add a record into the list:



Should not interrupt the data input because it will reduce working performance.

Should not change the added object code, otherwise get permission from the administrator for changing

- Open the list, click the button <Thêm> or the key combination **Alt_M** → to appear new screen.
- Each object (list) has its separate adding screen.
- Fill in necessary information before pressing the button **Thêm** on this screen:

10. Delete (Xoá) a record in the data table (Alt_X)

Right after adding a new record, users are allowed to delete the record if not suitable. However, this is not encouraged but the wise way is to modify the record the next new recording object

Users also can delete redundant, duplicating record. However, before deleting the record, users should pay attention to checking exact information before executing it.

To **X**oá the record:

- [Click](#) the record to be deleted

- Press the key **Delete** or the button **<Delete>** on the toolbar
- Confirm the information for the last time before deleting it.

11. Modify data in the data table

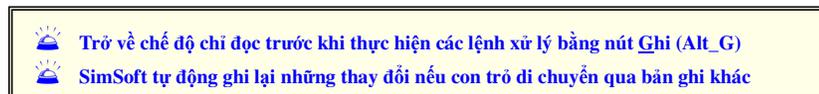
The solution of designing and presenting information on the grid not only creates convenient conditions for users in the information filtering and searching but also helps them to act and work with the object easily.

By default, after opening a data table, the working mode for the data will be read only or the data is already locked. That is, users can see but cannot modify the data on the grid. This ensures the data to be protected safely even though the data changing is due to the carelessness, indifference of the authorized person.

In case discovering the information is not valid, need to modify it for suitability, users (must be authorized person) can “unlock” and enter modifying mode.

To do that: Click the button **<Edit>** on the toolbar or the key combination **Alt_A**

In this mode, users **can**:



Return to read-only mode before executing the processing commands by the button Ghi (Alt_G)

SimSoft will automatically record the changes if the cursor moves to another register.

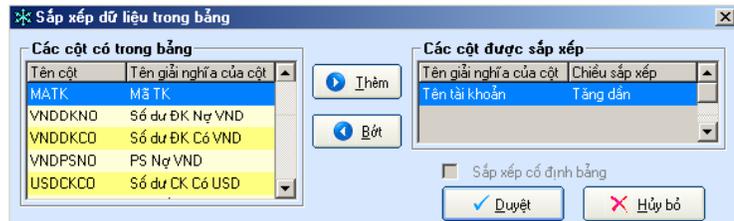
- Change data in the cell
- Copy, cut, paste, move through the cells
- Arrange data

Users **can not**:

- Close working screen
- Execute the commands on [popup menu](#)
- Search, filter the data
- Process the data (**F9**)

12. Arrange data in data table

The data arrangement in the data table is also simple. Users just only click the button <Sắp xếp> on the toolbar or the key combination **Alt_S**. The dialog box of arranging method appears.

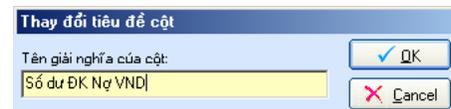


By default, the arranged column is the current column. Users can change the arranged columns. To apply this arranging type to the list, users mark on the item **Sắp xếp cố định bảng**.

Users also can arrange quickly the data in current column by pop-up menu **Alt_L_2**

13. Change the column title in the data table

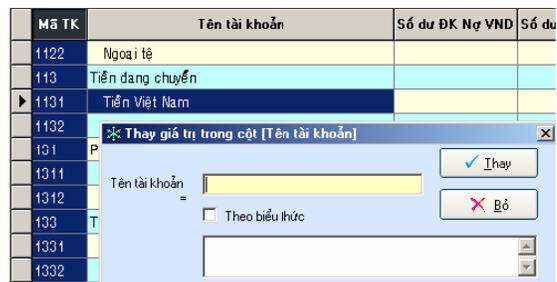
SimSoft can expand the information management requirement in order to meet users’ needs. One of the advantages is the ability to allow users to modify the information fields in the data field. With this function, the information belongs to software technique, no more depends on the programmer. **SimSoft** gives that right to users. This creates the flexibility, smoothness of the software.



To change the column title, users choose the pop-up menu **Thay đổi tiêu đề của cột (Alt_L_A)**

14. Replace the values in column

During entering data, sometimes users need to enter a record for multiple objects (eg. A unique unit for the goods, modifies the information of the object group through the step **Lọc dữ liệu...**). The most effective tool is to use the command **Thay thế giá trị trong cột**. To replace the value in column, users choose pop-up menu **Thay giá trị trong cột (Alt_L_9)**



Trước khi thực hiện lệnh Thay, phải đảm bảo rằng đã xác định chính xác cột và giá trị thay thế. Cần lưu ý không nên chọn cả cột vì cột được chọn là cột mà con trỏ đang định vị như hình trên

Nên sao lưu dữ liệu trước khi thực hiện để đảm bảo dữ liệu bị thay thế có thể được khôi phục

Before executing the command Thay, must be sure of the exact column and replacing value. Should notice not to choose the whole column which the cursor is locating as the above figure

Should back up data before executing to ensure the relacing data able to be restored.

15. Format datas in the column (Alt_L_B)

Sometimes, users want the information to be read more easily, or want the information to be displayed according to their hobby. SimSoft supports the format tools flexibly, totally suitable with the data type.



To format datas in a field, use the command **Định dạng dữ liệu trong cột (Alt_L_B)**

Commonly used format codes:

Format Codes	Data types	Examples
#,###	Digit	9.995→9.995
#,###.##	Digit	9.995,85→9995,85
#,###.#0	Digit	9.995,85→9995,90
#,###.00	Digit	9.995,85→10.001
>	Character	in→IN
<	Character	In→in
*	Character	IN→In
TRUE/FALSE	Logic	-1→TRUE
ON/OFF	Logic	-1→ON
YES/NO	Logic	-1→YES
“Không”;“Có”	Logic	-1→“Có”

16. Create formula for data field (Alt_L_F)

The advantage shows the flexibility of SimSoft is the ability to allow users to create formula in the data table. With this function, users can totally create calculation formula for suitable field without depending on the programmer.

17. Choose rows by expression SQL(Alt_L_G)

SimSoft provides this tool for users who know the data query language. This tool is to promote users' strong point to obtain higher level in the information access.

With this function, users is totally active in searching, extracting by SQL query language without using common commands of SimSoft.

18. Export data to Excel (Alt_L_H)

Excel is the popular and familiar database application for most users. The data exporting ability into this application is to promote at maximum the data exploitation of SimSoft. With the tool of many advantages supported by Microsoft, users can completely make and take full advantage available database of the program.

19. Copy in/out data

This is an important information exportation channel of SimSoft. Beside the backup system, users can use this function for many other purposes:

- Move the information
- Copy and restore components
- Complement data for many periods
- ...

20. Enter documents(Ctrl_N or Alt_N_1)

Main interface

The screenshot shows the 'Ghi nghiệp vụ kinh tế phát sinh' (Economic Business Transaction Entry) screen. At the top, it displays document type 'PN', receipt type 'Phiếu nhập', document number '001', and date '29/01/2006'. Below this, there are sections for 'Bút toán thứ 1' (Journal Entry 1) and 'Ghi Nợ' (Debit) and 'Ghi Có' (Credit) accounts. The highlighted area contains the following fields: 'Số lượng' (Quantity) set to 0.00, 'Đơn giá' (Unit Price) set to 0.00, 'Thành tiền' (Amount) set to 0, 'Loại HĐơn' (Invoice Type) set to INVAT10, 'T.suất' (Tax Rate) set to 10%, 'TK' (Account Code) set to 1331, 'Số HĐơn' (Invoice No.), 'Ngày HĐơn' (Invoice Date), 'Ngày ĐH' (Due Date), 'Số seri' (Serial No.), 'Số CMND' (ID No.), and 'Mã số thuế' (Tax ID). At the bottom of the highlighted area are buttons for 'Nhập khẩu', 'Nhập và tạo BT thuế', and 'Nhập'.

The content in this cell used to make relating Buying and selling Inventory and tax returns → before clicking the button “Nhập”, users need to pay attention to the data in this cell.

SimSoft is the accounting software oriented to the simplification of the whole processing procedure of the accountancy-Finance in the enterprise. One of the outstanding characteristics of the simplification is the data optimization by item system, supports totally processing procedures and limit at minimum the information recording – but still ensures the exactness and sufficiency.

For that reason, SimSoft has a **unique data entering screen** for all arising economic tasks. One side, it helps accountants and users not waste much effort to get familiar and use the program, on the other side SimSoft oriented to the optimization of interacting processing and interfaces between the program and users.

To enter a document, from the menu **Nhập chứng từ**, choose the button **<Nhập chứng từ>** to appear the data entering screen as the above figure.

- Choose document type in the list (this list is declared in the [Danh mục Loại chứng từ](#)), fill in the document number and issued date in the equivalent cells.
- Choose the button <Nhập chi tiết> to continue
- Enter description information according to the document content
- Identify the task and fill in detail the related **object needs to be managed** (if necessary) correspondent to the **Deposit Account** and **Credit Account** in the selected boxes.
- Fill in all the document factors in the left correspondent cells
- After checking, compare information with original document, if sufficient and suitable, click the button <Nhập> to update, choose the button <Nhập và tạo bút toán thuế> to update and create tax entry if any, choose the button <Nhập khẩu> if that document is the document relating to *import-export tax*.

 Đối với hoá đơn GTGT, cần chọn đúng loại hoá đơn và thuế suất trong mục Loại HD, SimSoft sẽ tự động định khoản bút toán thuế sau khi kết thúc cập nhật cho hoá đơn GTGT đó. Đối với các chứng từ khác, chọn loại HD là “None” (không hạch toán thuế GTGT)

 Đối với một chứng từ có nhiều chứng từ gốc, trong đó bao gồm cả hoá đơn GTGT và các khác, sau khi định khoản và xác định đúng số tiền, tiền thuế GTGT..., người sử dụng chọn nút Nhập và tạo BT thuế  Nhập và tạo BT thuế.

 Đối với các chứng từ liên quan đến hoạt động xuất - nhập khẩu, sau khi nhập đủ các thông tin trên màn hình nhập liệu, người sử dụng nhấp chọn nút Nhập khẩu  Nhập khẩu để nhập bổ sung các thông tin liên quan.

For a VAT receipt, need to choose exact receipt and tax in the item Loại HD, SimSoft will automatically determine the entry after ending the update for that VAT receipt. For other documents, choose “None” in the item Loại HD (Not post the VAT)

For a document with many original documents, in which including VAT receipt and others, after determining exact amount of money, VAT,...users choose the button Nhập và tạo BT thuế, SimSoft will automatically determine its VAT

For documents relating to the import-export activities, after filling in enough information on the input monitor, users click the button Nhập khẩu to supplement relating information.

- Click to choose the button <Nhập chứng từ khác> to enter another document

21. Process the data and check the accounting balance sheet

The recording task of the arising economic tasks is completed, the final job is to check and

complet the arising tasks, check for any mistakes in comparision with original document.

For SimSoft, the accounting data check will not take time. Accountants don't waste much effort to find mistakes (if any) and modify. The mistakes that SimSoft discovers will be described concretely, at the same time propose a solution. Users also can print the processing result on paper, convenient for the modification.

For General Accounting, SimSoft also supports the account balance check. The advantage of this function is the convenience, exactness, clarification that creates safe feeling for users of their datas.

To process the data: Press the key **F9** or use the menu **Xử lý\Xử lý dữ liệu**

To review the processing result: Choose the menu **Xử lý\Xem lại kết quả Xử lý.**

To check the account balance: Choose the menu **Báo cáo Tài chính\Xử lý cân đối kế toán.**

22. Depreciation Extract Entry Of Fixed Asset

Fixed asset depreciation extracting is the identification of the worn value and expense of arsing correspondent fixed asset which will be calculated in the production – trading expense in the period. The enterprises that invest big amount of equipments, normally has a private management department. This job usually wastes a lot of time and effort if done manually. Appying SimSoft, the management, the usage tracking and depreciation can be done through the act of press keys or click. With an available ratio and method, the depreciation level will be calculated automatically for each fixed asset. These entries is recorded into the **Sổ chứng từ gốc** by SimSoft and considered as document made by an accountant.

23. Export, Distribute the end of an period

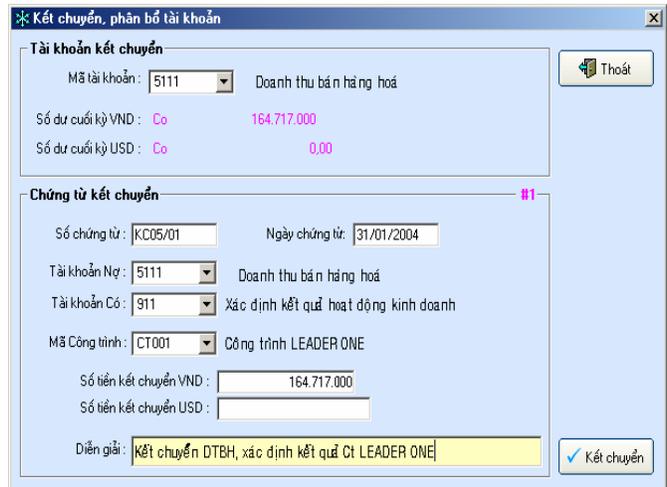
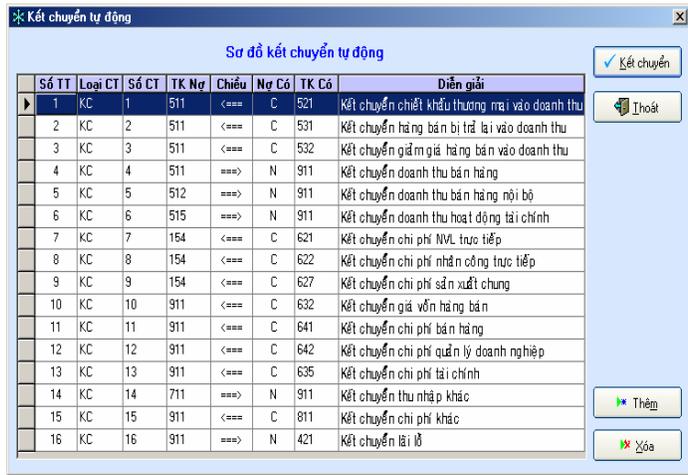
Besides the tracking, recording the arising economic tasks, accountants also have to do with internal entries to ensure the accounting data complete and to be the basis for the next accounting periods.

After ensuring exact and suitable accounting data, the accountant identifies the entries and exporting order. If should build an exporting map to ensure not to have duplication or mistake. The exporting entries can be entered through **màn hình nhập liệu**.

However, due to the property of the item, SimSoft supports users with private working interface. There are two working screens that users can choose:

- To export according to the **planned map** of SimSoft, users choose from the menu **Nhập liệu\Kết chuyển, phân bổ\Kết chuyển, phân bổ theo sơ đồ**
- To make exporting entry by self, users choose from the menu **Nhập liệu\Kết chuyển, phân bổ\Lập chứng từ Kết chuyển, phân bổ**.

The exporting entries are recorded into **Sổ chứng từ gốc** and are the last diary lines.



24. Close the book and move to next period

Orderly, after completing data of an accounting period, the accountant will close the book to ensure the data in the best, safest condition. This accounting book close is done automatically by SimSoft after users execute this command from the menu **<Báo cáo Tài chính> → move to the item <Khoá sổ và chuyển sang kỳ sau>**. The book closing process includes three contents:

- Create new database for next accounting periods
- Move the balance of the period end of current accounting period to the period top of the new accounting period.

- Lock the data of previous accounting period and work with database of new accounting period.

25. Moves the balance of previous period end to this period top

In fact, there are many cases which the information process is not followed in time order (late posting). SimSoft still allows accountans at the same time to process datas for many different posting periods. The arising problem is that the accounting information between the periods losing its consistency of the balance. To solve this problem, SimSoft provides users with the **balance synchronizing tool** by calculating, processing and copying the balances into the accounts of previous period end, then “bringing” to the current accouting period. To execute this command, users choose the menu **Xử lý\Chuyển số dư cuối kỳ trước vào đầu kỳ này**.

*

* *

Section III

REPORT SYSTEM

I. ACCOUNTING BOOK	II. FINANCE REPORT
1. cash	1. Account Balance Sheet
2. cash in bank	2. Accounting Balance Sheet
3. Goods selling and deb receivable	3. Trading Result Report Section I
4. Goods buying and debt payable	4. State Duty Status Report (Section II)
5. Stocked goods	5. VAT deducted, freed, reduced, refunded (Section III)
6. Tax report	6. Money Transport Report Báo cáo Lưu (by PPTT)
7. Expense report	
8. Project report	
9. Fixed Asset	
10. General accounting	

REMARKS:

Addr: 24/3B Pham Van Chieu, Ward 12, Go Vap Dist., Ho Chi Minh City –

Tel: (08) 4272091 – 4272092 – 9871787 - 0913 111 616; Fax: (08) 4272093

Email: sales@damivn.com - Website: <http://www.damivn.com>

- ✓ Beside main data entering screen: click the button **nhập chứng từ** on the main screen. SimSoft65 also provides users three other convenient data entering screens: Menu <Nhập chứng từ> :

1. <Goods Importing Voucher>
2. <Goods Selling Receipt>
3. <Goods Exporting Voucher>

These vouchers are specially used to enter the arising tasks relating to materials and goods. It can allow users to enter many materials and goods at the same time. Besides, users can also add goods buying expense if any to the goods importing vouchers with goods buying expense.

- ✓ When entering the arising tasks in the period, notice
 1. If users choose debt account on which side then to choose customer code for that side
 - ✓ Eg. Make a debt payment voucher to customer, then to enter like this: Deposit TK331, and chooste Customer Code “KHA” which is also on the debt side.
 2. If users choose TK 15x, then must have correspondent code VTHH
 - ✓ Eg. Make a goods importing voucher: Deposit TK15x, then must choose the Code VTHH on the debt side.

FAQs:

- ◆ **Question 1a:** When to register more accounts into the account list, how to do that?

Answer: Choose the menu “Danh mục” --> Choose “Danh mục tài khoản”, or click on the icon “Danh mục tài khoản” on the toolbar. Press <Alt_M> or click on the button **Thêm** to add data.

- + **Question1b:** How to declare the balance at the beginning of the period?

Answer:

1. To declare the balance of the period beginning of all accounts: go to the account list, choose the function **Sửa**, then declare the balance (note: only declare the balance for detailed accounts, don't declare the balance for general accounts. Eg. TK: 111 and its subaccount is 1111, then to declare only TK 1111; the program will synthetize up to TK 111 automatically)
2. For the debt accounts which are not declared directly in the account list but based on

the object (customer) in particular; eg. To declare the balance for the account 131, then firstly to add MaKH, then go to the debt book to add the balance; the program will update automatically into the account list.

- ◆ **Question2:** To see debt receivable, how to do that?

Answer: Choose the menu “Báo cáo” --> Click to choose “Bán hàng và nợ phải thu”, move the lighting track to the book needs to be opened, press <Enter>.

- ◆ **Question3:** When exporting selling receipt, the goods amount in the stock wil be reduced or not?

Answer: When exporting the receipt then the goods in the stock will be reduced and SimSoft will automatically create Exporting Voucher when selling (code: PXM)

- ◆ **Question4:** After entering document then discover mistakes, how to correct it?

Answer: Choose the menu “Nhập chứng từ” --> Choose “Sổ chứng từ gốc”, or click on the icon “Sổ chứng từ gốc” on the toolbar. Press <Alt_A> or click chuột on the button **Sửa** to correct the datas. To end the correction, press <Alt_G> to record.

- ◆ **Question 5:** When entering documents but don’t remember customer code, only remember a part of it, how to do that?

Answer: When entering documents, if only remember part of customer, then press the key <F3>, type a part of customer into the lighting cell, then press <Enter>. Then, use the arrow key to choose the expected customer and press <Enter>.

- ◆ **Question 6:** To display some necessary columns in the data table, how to do that?

Answer: Choose the button **Chọn cột**, click to choose columns need to be displayed, press the button **Duyệt**, the selected columns will display.

- ◆ **Question 7:** There are some columns that are selected but not able to diplay. Why?

Answer: Some default columns are system columns; to display before clicking <**Duyệt**> users must press the key combination Ctr_U.

- ◆ **Question 8:** To see VTHH import-export-Stock Table, which entry to see?

Answer: Choose the menu “Danh mục”, choose “Bảng tổng hợp nhập xuất tồn”.

- ◆ **Question 9:** When to choose the command “Nhập BT này” ?

Answer: when entering the entry without VAT, then press the button “Nhập BT này”.

- ◆ **Question 10:** When to choose the button “Nhập BT này và BT thuế”?

Answer: When entering the entry with VAT, then press the button “Nhập BT này và BT thuế”.

- ◆ **Question 11:** When entering the entry with USD, how to enter?

Answer: When choosing the lighting cell with USD.

- ◆ **Question 12:** To modify data detail in the column, how to do?

Answer: Choose the button **Sửa**, press <F2> and correct it.

- ◆ **Question 13:** To rearrange the column order, how to do?

Answer: Choose the button **Sắp xếp**, choose column and arranging direction. After choosing the column needs to be arranged, choose <Duyệt> or press <Enter>.

- ◆ **Question 14:** To arrange the fixed table, how to do?

Answer: Choose the button **Sắp xếp**, choose column and arranging direction, choose “Sắp xếp cố định bảng”, press <Enter> or choose <Duyệt>.

- ◆ **Question 15:** To rearrange the order of Accounting Balance Sheet, how to do?

Answer: From the menu “Kế toán tổng hợp”, click to choose “Danh mục các chỉ tiêu báo cáo tài chính”, choose “Bảng cân đối kế toán”, place the lighting cell at the column “Chỉ tiêu”, choose the button **Sắp xếp**. After choosing the arranging direction, choose “Sắp xếp cố định bảng này”, press <Enter> or choose <Duyệt>.

- ◆ **Question 16:** When I want to move to new posting period, how to do?

Answer: From the menu “Báo cáo tài chính”, choose “Khoá sổ và chuyển sang kỳ sau”, press <Khoá sổ> and wait **SimSoft** to inform “Đã khoá an toàn các sổ dữ liệu”.

- ◆ **Question 17:** When I want to change posting period which already has an accounting book, how to do?

Answer: From the menu “Hệ thống”, choose “Thay đổi kỳ hạch toán...”, choose again the month to open the accounting book, press <OK>.

- ◆ **Question 18:** If meeting the notice “Tháng này chưa được mở (bằng [khoá sổ])! Choose again the month to open the accounting book.”?

Answer: If meeting the above error notice, must carry out the function “Khoá sổ và chuyển sang kỳ sau” to move to new posting period.

- ◆ **Question 19:** When doing the function “Khoá sổ” then the balance of this period end will be moved to next period beginning or not?

Answer: When working with the function “Khoá sổ” then the balance of this period end will be moved to next period beginning.

◆ **Question 20:** To print an expected column, how to do?

Answer: Choose the button “Chọn cột”, choose “Bỏ tất cả”, click on the column to be printed, press <Enter> or choose <Duyệt>.

◆ **Question 21:** To return to the initial table, how to do?

Answer: Choose the button “Chọn cột”, click “Tất cả”, press <Enter> or choose <Duyệt>.

◆ **Question 22:** To make a copy, how to do?

Answer: Choose the menu “Hệ thống” --> “Sao lưu dữ liệu”

◆ **Question 23:** At the end of period, to export middle accounts, how to do?

Answer: From the menu “Nhập chứng từ”--> “Kết chuyển phân bổ theo tài khoản”, choose “Kết chuyển tự động theo sơ đồ”

◆ **Question 24:** When having only one exporting entry, how to do?

Answer: From the menu “Nhập chứng từ”--> “Kết chuyển phân bổ theo tài khoản”, choose “Lập chứng từ kết chuyển, phân bổ”.

◆ **Question 25:** Before “Xử lý cân đối kế toán”, which steps need to be taken?

Answer: Before “Xử lý cân đối kế toán”, need to “Xử lý dữ liệu”, carry out the exportation for middle accounts. Then, process the datas again, and then choose “Xử lý cân đối kế toán”.

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

