

User Manual for “General Information Module”

**The Data Corporation
(Pvt.) Ltd**
Suit No. 506,
5th Floor,
Progressive Centre,
30-A, Block-6,
P.E.C.H.S,
Shahrah-e-Faisal,
Karachi 75400,
Pakistan

T +92 21 3 4322025-26
W www.datacoglobal.com



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COMPANY DETAIL

SAVE UPDATE CLEAR REPORT 9

Code: **1** Active

Name*: **2**

Moto:

Address: **3**

Country*: **4**

State*:

City*:

Phone No:

Fax No: **5**

Mobile No:

Email:

Website:

Contact Person: **6**

Contact Person (Arabic):

VAT Registration No.: Allow VAT

Tax Agency Name:

TAN: **7**

Tax Agent Name:

TAAN:

Creation Date:

Email Routing Details

Email:

Password:

Hosting IP:


Port:

SSL Enable:

10

Reporting Logo

Picture (80x80)



11 No file chosen

8	Code	Name	Address	City	State	Country	Phone No	Fax No	Mobile No	Email
<input type="button" value="SELECT"/>	COM-0001	ACCOUNTTRAK ERP	Dera Dubai, UAE	Dubai	Dubai	United Arab Emirates	000-000-000	000-000-000	000-000-000000	at@at.c

1. Auto-generated Number (Entry Reference No.)	2. Name and tagline of the Company (The same will appear on reports)
3. Address of the company	4. Company's location (City, state, and Country)
5. Contact details	6. Contact person name (To appear on VAT reports)
7. VAT Related details of the company	8. Grid of Entries showing the list of records already in the database (Use SELECT button to open a record in Edit mode)
9. Actions buttons to SAVE, Update, CLEAR (REFRESH), and REPORT VIEW	10. Email details of the company to send automatic emails to clients and vendors (Up on allowing sending emails)
11. Select the picture of company logo (Jpg) to appear on reports	

BUSINESS UNIT

Code: **1** BSU-0001 Active

Name*: **2** PRODUCTION

Abbreviation*: **3** PB (Limit-5)

Description: PRODUCTION **4**

Company*: ACCOUNTRAK ERP **5**

6	Code	Name	Abbreviation	Description	Company
SELECT	BSU-0001	PRODUCTION	PB	PRODUCTION	COM-0001
SELECT	BSU-0002	BACK OFFICE	BB	BACK OFFICE	COM-0001

1. Auto-generated Number (Entry Reference No.)	2. Name of the Business Unit
3. Abbreviation of Business Unit	4. General Remarks/ Narration/ Description
5. Select the company to which the business unit belongs to	6. Grid of Entries showing the list of records already in the database (Use SELECT button to open a record in Edit mode)
7. Actions buttons to SAVE, Update, CLEAR (REFRESH), and REPORT VIEW	

PROJECT DETAIL

7

SAVE

UPDATE

CLEAR

REPORT

Code: **1** Active

Name*: **2**

Abbreviation*: **3** (Limit-50)

Description: **4**

Business Unit*: **5**

6	Code	Name	Abbreviation	Description	Business Unit
SELECT	PRO-000001	PROJECT 01	P1		BSU-0002

1. Auto-generated Number (Entry Reference No.)	2. Name of the Project
3. Abbreviation of the Project Name	4. General Remarks/ Narration/ Description
5. Select the name of the Business unit to with the project belongs to	6. Grid of Entries showing the list of records already in the database (Use SELECT button to open a record in Edit mode)
7. Actions buttons to SAVE, Update, CLEAR (REFRESH), and REPORT VIEW	

SITE DETAIL

6

SAVE

UPDATE

CLEAR

REPORT

Code: **1** Active

Name*: **2**

Abbreviation*: **3** (Limit-5)

Description: **4**

5	Code	Name	Abbreviation	Description	Active
SELECT	SIT-0001	HEAD OFFICE	-	HEAD OFFICE	True
SELECT	SIT-0002	karachi	khi		True

1. Auto-generated Number (Entry Reference No.)	2. Enter the name of SITE
3. Abbreviation of the SITE	4. General Remarks/ Narration/ Description
5. Grid of Entries showing the list of records already in the database (Use SELECT button to open a record in Edit mode)	6. Actions buttons to SAVE, Update, CLEAR (REFRESH), and REPORT VIEW


CURRENCY DETAIL

7


SAVE


UPDATE


CLEAR


REPORT

Code: **1** Active

Name*: **2**

Abbreviation: **3** (Limit-5)

Exchange Rate*: **4**

Description: **5**

6	Code	Name	Abbreviation	Exchange Rate	Description	Active
SELECT	CUR-0001	AED	AED	1	AED	True
SELECT	CUR-0002	USD	USD	1	USD	True

1. Auto-generated Number (Entry Reference No.)	2. Name of the Currency
3. Abbreviation of the Currency Name	4. Exchange rate of the currency to local currency
5. General Remarks/ Narration/ Description	6. Grid of Entries showing the list of records already in the database (Use SELECT button to open a record in Edit mode)
7. Actions buttons to SAVE, Update, CLEAR (REFRESH), and REPORT VIEW	

CASH ACCOUNT DETAIL

11

Parent Account*: 1

Code: Active 2

Name*: 3

Abbreviation: (Limit-5) 4

Description: 5

Currency*: 6

Account Owner:

Company Name: 8

Business Unit: 9

10	Code	Name	Abbreviation	Description	Currency Code
SELECT	1.001.0001.00002.000001	CASH IN HAND			CUR-0001

1. Pre-defined Parent Account for Cash Account Heads	2. GL Code of the new Cash Account to be created. Active Checkbox (Uncheck to mark the account inactive)
3. Enter the name of the Cash Account to be created	4. Abbreviation of Account head name (Max. up to 5 digits)
5. General Remarks/ Narration/ Description	6. Select the default currency in which this cash account will mark entries
7. Account Owner/dealer name (if any)	8. Select the company name to which this cash account pertains to (if any in a multi company setup)
9. Select the business unit name to which this cash account pertains to (if any in a multi company setup)	10. Grid of Entries showing the list of records already in the database (Use SELECT button to open a record in Edit mode)
11. Actions buttons to SAVE, Update, CLEAR (REFRESH), and REPORT VIEW	

BANK ACCOUNT DETAIL

12

Parent Account*: 1

Code: 2 Active

Name*: 3

Abbreviation: (Limit-5) 4

Description: 5

Account Number: 6

Currency*: 7

Account Owner: 8

Company Name: 9

Business Unit: 10

11	Code	Name	Abbreviation	Description /
SELECT	1.001.0001.00001.000001	DUBAI ISLAMIC BANK		

1. Pre-defined Parent Account for Bank Account Heads	2. GL Code of the new Bank Account to be created. Active Checkbox (Uncheck to mark the account inactive)
3. Enter the name of the Bank Account to be created	4. Abbreviation of Account head name (Max. up to 5 digits)
5. General Remarks/ Narration/ Description	6. Enter the account number/IBAN for the bank account head
7. Select the default currency in which this bank account will mark entries	8. Account Owner/dealer name (if any)
9. Select the company name to which this bank account pertains to (if any in a multi company setup)	10. Select the business unit name to which this bank account pertains to (if any in a multi company setup)
11. Grid of Entries showing the list of records already in the database (Use SELECT button to open a record in Edit mode)	12. Actions buttons to SAVE, Update, CLEAR (REFRESH), and REPORT VIEW

CUSTOMER DETAIL

The screenshot shows the 'CUSTOMER DETAIL' form with the following fields and callouts:

- 1**: Parent Account* (ASSET - NORMAL - MAIN RECEIVABLE)
- 2**: Code (1.001.0001.00003.000001.000001) with an Active checkbox
- 3**: Name* (QAISER)
- 4**: Description
- 5**: Site (Select Site)
- 6**: Category (SERVICES) with a plus icon and a refresh icon
- 7**: Address
- 8**: Country* (United Arab Emirates)
- 9**: State* (Fujayrah)
- City* (Fujairah)
- Phone Number:
- 9**: Fax Number:
- Mobile Number:
- Email Address:
- VAT Registration No. **10**
- Credit Limit (Days): 0 **11**
- Default VAT: Standard Rated Supplies Taxable **12**
- VAT Category*: VAT **13**
- Business Unit: Select Business Unit **14**
- 15**: IMPORT button, Choose File button, No file chosen text

1. Pre-defined Parent Account for Customer Account Heads	2. GL Code of the new Customer Account to be created. Active Checkbox (Uncheck to mark the account inactive)
3. Enter the name of the Customer to be created	4. General Remarks/ Narration/ Description
5. Select the default site (if any) to which this customer belongs to	6. Select the category of Customer (Manufacturer/Trader/Services etc.)
7. Enter the address of the customer	8. Select the city, state, and country of the customer from the list to ensure the automated VAT entries
9. Enter the contact details of the customer	10. Enter the VAT registration number of the customer
11. Enter the credit limit (Days) for the customer	12. Select the default head for VAT applicable on this customer, and check the Taxable box if the customer is taxable (uncheck if not taxable)
13. Select the category of VAT to which the customer belongs to	14. Select the business unit to with the customer belongs to (if any)
15. Use this option to import the list of customers from excel pre-defined format	16. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, REPORT VIEW, and DOCUMENT ATTACHMENT

SUPPLIER DETAIL

Parent Account*: **1** LIABILITY - NORMAL - SUPPLIERS
 Code: **2** 1.002.0001.00001.000001.000003 Active
 Name*: **3** AHMED ALI AND CO
 Description: **4**
 Site: **5** Select Site
 Address: **6**
 Country*: United Arab Emirates
 State*: **7** Fujayrah
 City*: Fujairah
 Phone Number: **8**
 Fax Number:
 Mobile Number:
 Email Address:
 VAT Registration No.: **9**
 Credit Limit (Days): 0 **10**
 Default VAT: Standard Rated Supplies Taxable **11**
 VAT Category*: VAT **12**
 Business Unit: Select Business Unit **13**

1. Pre-defined Parent Account for Supplier Account Heads	2. GL Code of the new Supplier Account to be created. Active Checkbox (Uncheck to mark the account inactive)
3. Enter the name of the Supplier to be created	4. General Remarks/ Narration/ Description
5. Select the default site (if any) to which this supplier belongs to	6. Enter the address of the supplier
7. Select the city, state, and country of the supplier from the list to ensure the automated VAT entries	8. Enter the contact details of the supplier
9. Enter the VAT registration number of the supplier	10. Enter the credit limit (Days) for the supplier
11. Select the default head for VAT applicable on this supplier, and check the Taxable box if the supplier is taxable (uncheck if not taxable)	12. Select the category of VAT to which the supplier belongs to
13. Select the business unit to with the supplier belongs to (if any)	14. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, REPORT VIEW, and DOCUMENT ATTACHMENT

DEPARTMENT DETAIL

SAVE

UPDATE

CLEAR

REPORT

6

Code: Active 1

Name*: 2





Abbreviation*: (Limit-3) 3

Description: 4

5	Code	Name	Abbreviation
SELECT	DEP-0001	ACCOUNTING AND FINANCE	AFN
SELECT	DEP-0002	BUSINESS AND COMMUNITY BANKING	BCB
SELECT	DEP-0003	CONSUMER BANKING	CNB
SELECT	DEP-0004	CORPORATE AND INSTITUTIONAL BANKING	CIB
SELECT	DEP-0005	EXECUTIVE	EXC
SELECT	DEP-0006	GENERAL SERVICES	GSV
SELECT	DEP-0007	HUMAN RESORUCES	HRS
SELECT	DEP-0008	INFORMATION TECHNOLOGY	ITD

1. Auto-generated Number (Entry Reference No.)	2. Name of the Department
3. Abbreviation of Department (Max. 3 digits)	4. General Remarks/ Narration/ Description
5. Grid of Entries showing the list of records already in the database (Use SELECT button to open a record in Edit mode)	6. Actions buttons to SAVE, Update, CLEAR (REFRESH), and REPORT VIEW

SECTION DETAIL





7

Code: Active 1

Name*: 2

Abbreviation*: (Limit-3) 3

Description: 4

Department*: 5

6	Code	Name	Abbreviation
SELECT	SEC-0001	ACCOUNTING AND FINANCE	AFN
SELECT	SEC-0002	BUSINESS BANKING	BCB
SELECT	SEC-0003	COMMUNITY BANKING	BCB
SELECT	SEC-0004	TRADE FINANCE	BCB
SELECT	SEC-0005	BGM	CNB
SELECT	SEC-0006	CONSUMER LOAN	CNB

1. Auto-generated Number (Entry Reference No.)	2. Name of the Section
3. Abbreviation of Section (Max. 3 digits)	4. General Remarks/ Narration/ Description
5. Select the parent department under which the section exists	6. Grid of Entries showing the list of records already in the database (Use SELECT button to open a record in Edit mode)
7. Actions buttons to SAVE, Update, CLEAR (REFRESH), and REPORT VIEW	

INVENTORY ITEMS DETAIL

The screenshot shows the 'INVENTORY ITEMS DETAIL' form with the following fields and callouts:

- 18**: A row of action buttons: SAVE, UPDATE, DELETE, FIND, CLEAR, REPORT.
- 1**: Parent Category* (OFFICE SUPPLIES)
- 2**: Item Type* (radio buttons for Category and Item)
- 3**: Code (1.001.0002) with an Active checkbox.
- 4**: Name* (PAPER FILES) with a Taxable checkbox.
- 5**: Description (empty text area)
- 6**: BarCode* (PAPEFILE) with a (Limit-20) label.
- 7**: Item Nature* (OFFICE SUPPLIES) with plus and refresh icons.
- 8**: UOM* (EACH) with plus and refresh icons.
- 9**: Capex* (radio buttons for Capex and Non Capex)
- 10**: Capex Sub Type (Select Sub Type) with an Intangible checkbox.
- 11**: Item Selection (checkboxes for Purchase Item, Sale Item, Service, Package Item, Reporting Item)
- 12**: Taxable (YES)
- 13**: List Price (0)
- 14**: Market Price (30)
- 15**: Min. Order Level (0) and Max. Order Level (0)
- 16**: Default VAT Sale (Select VAT Slab) and Default VAT Purchase (Select VAT Slab)
- Inventory Account* (COST - FIXED ASSETS) and Revenue Account* (OPR INCOME 01)
- 17**: Inventory Picture (no file chosen) with a Choose File button and an UPLOADED VIEW button.

1. Default Parent head of the inventory Item	2. Select the type of Entry (category or Item). If the head is CATEGORY, you can add new head under it, while Item is the transaction level head under a particular category
3. Auto-generated code of the Category or Item	4. Enter the name of the Item/Category to be created
5. General Remarks/ Narration/ Description	6. Enter the barcode of the item (if available) maximum up to 20 alphanumeric characters
7. Select the nature of Item or category to be created	8. Select the default Unit of Measurement (in case of Item). This option is not applicable on category
9. Select if the item is of Capital nature (Fixed Assets) or general item (Stock items)	10. If the item is “capex” in nature then select the sub category of capex item. If it’s not a physical asset (Like software or license) check the intangible checkbox
11. Select what kind of Item you are going to add to your list (If you purchase it, Sale it, this is a non-physical service, it’s a packing item, and if you want this item to be reported in stock ledgers)	12. Select YES if the item is Taxable. NO if the item is exempted
13. Enter the listed price of that Item (Which will appear at the time of sale)	14. Enter the market price of the item (which will appear at the time of purchase)
15. Enter the minimum, maximum, and re-order quantity levels of the item	16. Select the GL heads to be mapped with the item for it’s appropriate accounting entry
17. Select and attach the picture of the Item (if available)	18. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, and REPORT VIEW

STORE DETAIL

Code: STR-0001 Active **1**

Name*: DUBAI STORE **2**

Abbreviation*: DXB (Limit-5) **3**

Description: **4**

Site*: HEAD OFFICE **5**

Country*: United Arab Emirates **6**

State*: Dubai **6**

City*: Dubai **6**

Account Ref.*: STOCK TRANSACTION **7**

8	Code	Name	Abbreviation	Description	Location
SELECT	STR-0001	DUBAI STORE	DXB		HEAD OFFICE STORE
SELECT	STR-0002	SHARJAH STORE	SJH		

1. Auto-generated Number (Entry Reference No.)	2. Enter the name of the Store to open
3. Enter the abbreviation of the store name (max. up to 5 digits)	4. General Remarks/ Narration/ Description
5. Select the site to which the store belongs to	6. Select the city, state, and country
7. Select the GL head name to be mapped with store	8. Grid of Entries showing the list of records already in the database (Use SELECT button to open a record in Edit mode)
9. Actions buttons to SAVE, Update, CLEAR (REFRESH), and REPORT VIEW	

APPROVAL POLICY

The screenshot shows the 'APPROVAL POLICY' form with the following fields and callouts:

- 1**: Transaction No.*: AP-00000001
- 2**: Transaction Date*: 05/10/2016
- 3**: Transaction Type*: Purchase Requisition...
- 4**: Site*: AIB HEAD OFFICE
- 5**: Requested To*: Qurban Rezayee
- 6**: Currency*: AFN
- 7**: Starting Range*: 1, Ending Range*: 68000
- 8**: Approval table with 'Follow-up Approvals' and 'Alternate' columns.
- 9**: Action buttons: SAVE, UPDATE, DELETE, FIND, CLEAR, REPORT.

Follow-up Approvals	Alternate
MAIRULLAH FAYZI	ALTERNATE
MUSTAFA MASSUM	ALTERNATE

1. Auto-generated Number (Entry Reference No.)	2. Date of Policy to be effective from
3. Module/form on which Policy is applicable	4. Site where the policy is applicable
5. Which user will receive the initial request	6. Select the currency in which the policy amount range will be applicable
7. Starting and Ending range of amount of transaction, all the transactions falling between this amount range will go through the defined approval policy	8. Sequence wise approval authorities. You can also define the alternate user to approve in absence of principal approval authority
9. Actions buttons to SAVE, Update, CLEAR (REFRESH), Find, and REPORT VIEW	