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## CONTENTS

<b>CONTENTS</b> .....	1
<b>CHAPTER 6 ADMIN ROLE</b> .....	2
6.1 Accounting Lock Date .....	2

## CHAPTER 6 ADMIN ROLE

### 6.1 Accounting Lock Date

**Path** : Setup and Utilities → System Util/Setup → System Setup → System Date Control

**Function** : To set the Accounting Lock Date. When set the lock date mean the date can't be modifying it.

#### 6.1.1 Accounting → Transaction Entry → Account Receivable → Receipt.

The reference number REP 001 is the current bill and click the number to edit the date.

#### Search Debtor Detail

By Transaction No.	<input type="text"/>
By Reference	<input type="text"/>
By Debtor	<input type="text" value="ALL DEBTORS"/> <span style="float: right;">▼ 🔍</span>
Search All Document Types	<input type="checkbox"/>
Accounting Date From	<input type="text"/> <span style="float: right;">📅</span>
By Month	<input type="text"/> <span style="float: right;">📅</span>
Results In Excel	<input type="checkbox"/>
<a href="#" style="background-color: #007bff; color: white; padding: 2px 5px; border: none;">Search</a>	

#### List of Debtor Detail \* Past 30 days records

Add New 1 of 1
[List](#) [Voucher](#)

No	Doc. Date	Debtor Code ▶	Reference1	Reference2	Description ▶	Initial Amount	Balance	GST Status	Document Status	Selected
12	14/07/2014	ABC	REP 001			-100.00	-100.00	-	Confirmed	🖨️ 🗑️ <input type="checkbox"/>

Add New 1 of 1
[List](#) [Voucher](#)

6.1.2 Change the date 14/7/2014 to 22/7/2014, the system will prompt message to measure to change the date , after that press “save” button to process the edit.

**Add/Edit Debtor Detail (Receipt)**

System Date: 07/2014 [7] *Manually key in the date*

Type: Receipt **Or**

Accounting Date: 22/07/2014 *using Date picker*

Debtor: ABC : ABC COMPANY

Group: 22000000:TRADE DEBTORS

Salesman: No Va

Reference: REP 00

Description:

Knock-off First:

Buttons: Save, Cancel, Delete, Detail, Redo

Balance B/F: 900.00 C/F: 800.00 credit: 100.00

*Message from webpage:*

System date changed to 22/07/2014!

Calendar: July 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

6.1.3 The date has been change as showed below.

**Search Debtor Detail**

By Transaction No.:

By Reference:

By Debtor: ALL DEBTORS

Search All Document Types:

Accounting Date From:

By Month:

Results In Excel:

Search

**List of Debtor Detail** \* Past 30 days records



Add New 1 of 1

No	Doc. Date	Debtor Code	Reference1	Reference2	Description	Initial Amount	Balance	GST	Status	Document	Status	Selected
12	22/07/2014	ABC	REP 001			-100.00	-100.00	-	Confirmed			<input type="checkbox"/>

Add New 1 of 1



6.1.4 To set the Accounting Lock Date, go to Setup and Utilities → System Util / Setup → System Setup → System Date Control.

**System Date Control**

Inventory Lock Date 31/12/2013  Accounting Lock Date 31/12/2013 


6.1.5 To edit the date, click the edit icon.

**System Date Control**

Inventory Lock Date 31/12/2013  Accounting Lock Date 31/12/2013 

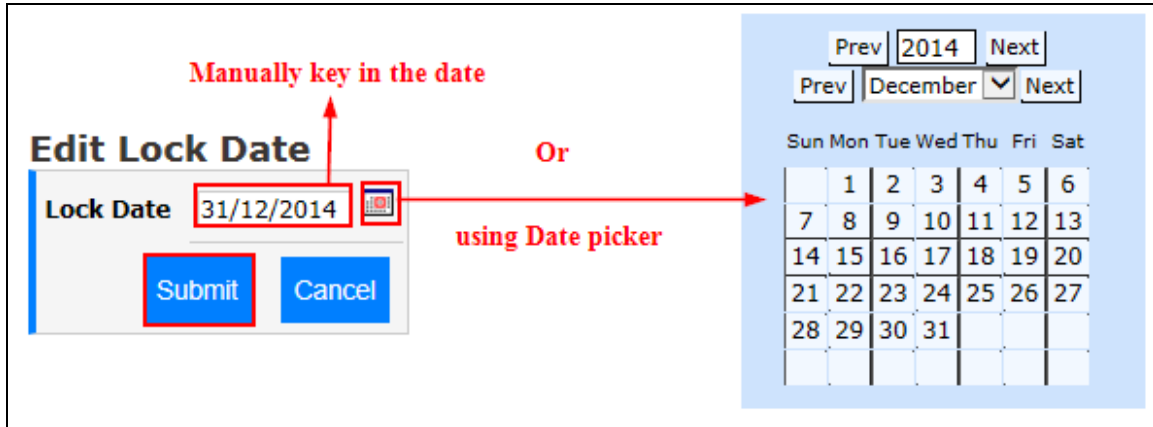
6.1.6 System will show the editing interface for Accounting Lock date.

**Edit Lock Date**

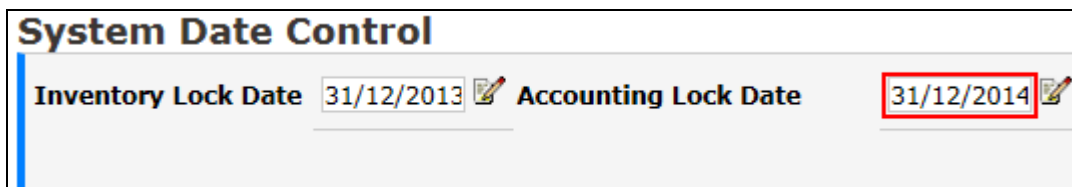
Lock Date 31/12/2013 

Submit Cancel

6.1.7 User is able to change the date manually by key in the date or using the Date picker. Then click 'Submit' to save the changes or 'Cancel' to deny the changes.



6.1.8 The Accounting Lock Date has been change to 31/12/2014 as showed below.



6.1.9 Go back the Customer Bill edit the date again change the date to 27/7/2014, the system will prompt message to alert user the date is set by lock date can't change it as showed below.

### Add/Edit Debtor Detail (Receipt)

System Date	07/2014 [7]
Type	Receipt
Accounting Date	27/07/2014
Debtor	ABC : ABC COMPANY
Group	22000000:TRADE DEBTORS
Salesman	No Value
Reference	REP 001
Description	<input type="text"/>
Knock-off First	<input type="checkbox"/>

Message from webpage

Invalid Date! Date Input Within Lock Date (31/12/2014).

Balance B/F 
C/F 
credit

*Note: For Inventory Lock Date are same processes set the date as the Accounting Lock Date.*