

Setups

This section helps you setup some of the basic information required to get started

1. System configuration setup
2. General ledger accounts
3. Debtors / Customers
4. Creditors / Suppliers
5. Inventory

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 - [Company Logo Change](#)
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- [General Ledger](#)
 - [General Ledger \(GL\) Setups](#)
- [Debtors / Customers Setup](#)
 - [Debtors / Customers setup](#)
- [Creditors / Supplier setup](#)
 - [Creditors / Supplier Setup](#)

- [Inventory / Stock Setup](#)
 - [Inventory / Stock Setup](#)

System Configuration

This module is where some information is setup

Company Profile

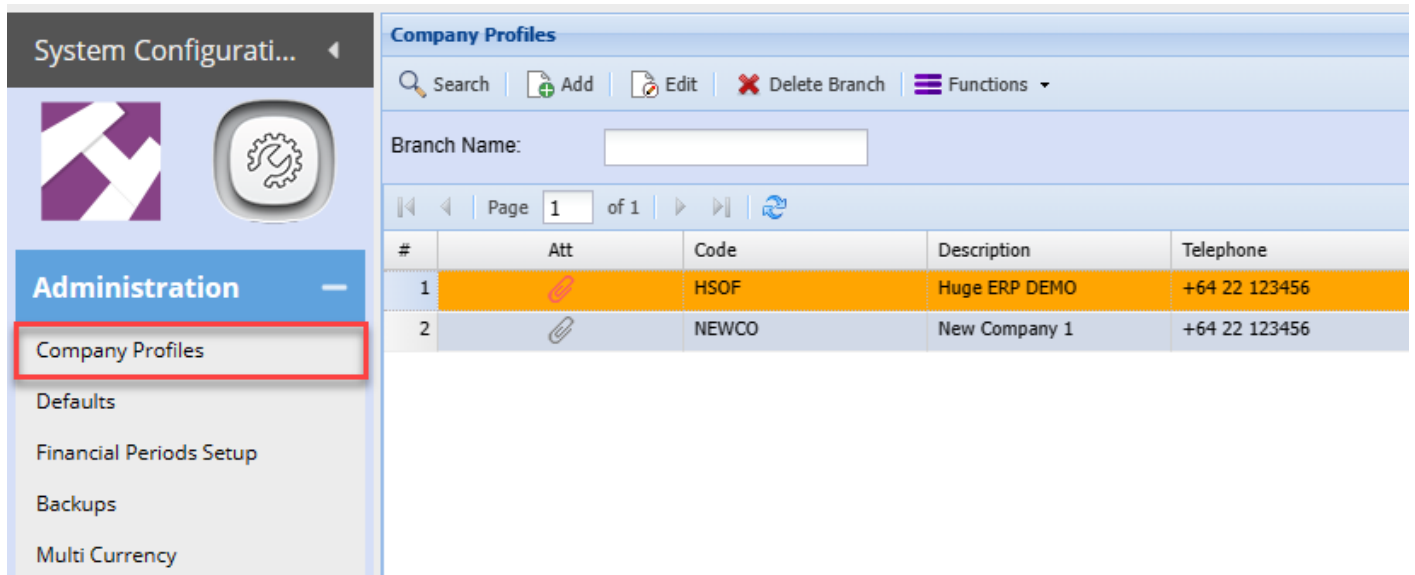
Setting up all your company details.

System Configuration > Administration > Company Profiles

Video Training 2023/12 - [Click here](#)

Most of this setup would have been done by your consultant.

It is a good idea to check all information in the system.



The screenshot displays the 'System Configuration' interface. On the left, a sidebar menu under 'Administration' has 'Company Profiles' highlighted with a red box. The main area is titled 'Company Profiles' and includes a search bar, 'Add', 'Edit', 'Delete Branch', and 'Functions' buttons. Below these is a 'Branch Name' input field and a pagination control showing 'Page 1 of 1'. A table lists two company profiles:

#	Att	Code	Description	Telephone
1		HSOF	Huge ERP DEMO	+64 22 123456
2		NEWCO	New Company 1	+64 22 123456

Open up the main company information, check all the details

Edit Company Profile Info

Attachments

Print

Generic Naming Defaults

Functions

Close

Basic Settings

Advanced Settings

Basic

Address

Defaults

Additional

Email SMS

Bank Details

Company Code:

H5OF

Company Name:

Huge ERP DEMO

Telephone:

+64 22 123456

Telephone 2:

+64 22 123456

Fax:

+64 22 123456

Email:

malcolm@erpsolutions.co.nz

Registration No.:

9429654321

GST Registration No.:

135-000-345

Website:

https://erpsolutions.co.nz

Current Year:

FY 2024

Current Period:

November 2023

Company Image:

H5OF_ERP5

Default Program Colour:

#d6dff7

Program Colour:

Module Aspect Ratio:

100%

Page Size:

250

Short Name:

H5OF

Stationery Color:

#D28E46



Save

Close

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Company Logo Change

Changing and setting up your company logo.

Training Video 2023/12 - [Click here](#)

If this has not already been done, there are a few steps to do to upload the logo.

Always check your logo in Paint program.

Logos should be small in order to fit onto your stationery layout.

Find your logo and make a copy.

Edit Company Profile Info

Attachments

Print

Generic Naming Defaults

Functions

Close

Basic Settings

Advanced Settings

Basic

Address

Defaults

Additional

Email SMS

Bank Details

Company Code:

HSOF

Company Name:

Huge ERP DEMO

Telephone:

+64 22 123456

Telephone 2:

+64 22 123456

Fax:

+64 22 123456

Email:

malcolm@erpsolutions.co.nz

Registration No.:

9429654321

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Current Year:

FY 2024

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Company Image:

HSOF_ERP5

Default Program Colour:

#d6dff7

Program Colour:

Module Aspect Ratio:

100%

Page Size:

250

Short Name:

HSOF

Stationery Color:

#D28E46

HUGE
ERP

Save

Close

Video manual 2020 - [Click Here](#)

Financial Periods

The section allows you to block financial periods and unblock financial periods.

System Configuration > Administration > Financial Periods Setup

Video training manual 202410 - [Click here](#)

There are other functions done in this section

1. Block financial periods
2. Block VAT / GST periods
3. Block Fixed Asset periods
4. Create new financial year

The screenshot shows the 'Financial Periods' setup interface. On the left is a sidebar with a menu under 'Administration'. The 'Financial Periods Setup' option is highlighted with a red rectangle. The main area is titled 'Financial Periods' and has two tabs: 'Years' (selected) and 'Periods'. Below the tabs are action buttons: 'Add', 'Create New Year', 'Edit', 'Delete', 'Block Financial Year', and a full-screen icon. A pagination bar shows 'Page 1 of 1'. Below this is a table with columns '#', 'Name', and 'Start Date'. The table contains six rows of financial years, with the first row (FY 2024) highlighted in orange.

#	Name	Start Date
1	FY 2024	2023-04-01
2	FY 2023	2022-04-01
3	FY 2022	2021-04-01
4	FY 2021	2020-04-01
5	FY 2020	2019-04-01
6	FY 2019	2018-04-01

Blocking periods

Financial Periods

Years

Periods

Add

Edit

Delete

Block Financial Period

Unblock Fin Period

Block GST Period

Block Period Fixed Asset

Unblock Period Fixed Asset

Se

Year:

FY 2019

GST Type:

A - 2 Months (Jan)

Current Period:

December 2023

<<

<

Page

1

of 1

>

>>

Displaying 1 - 12 of 12

#	Name	Start Date	End Date	Financial Blocked	GST Period Blocked	Blocked Fixed Asset
1	April 2018	2018-04-01	2018-04-30			
2	May 2018	2018-05-01	2018-05-31			
3	June 2018	2018-06-01	2018-06-30			
4	July 2018	2018-07-01	2018-07-31			
5	August 2018	2018-08-01	2018-08-31			
6	September 2018	2018-09-01	2018-09-30			
7	October 2018	2018-10-01	2018-10-31			
8	November 2018	2018-11-01	2018-11-30			
9	December 2018	2018-12-01	2018-12-31			
10	January 2019	2019-01-01	2019-01-31			
11	February 2019	2019-02-01	2019-02-28			
12	March 2019	2019-03-01	2019-03-31			

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Backups

Backups are important, more backups are better than none.

System Configuration > Administration > Backups

Create backups at any time

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System Configurati...



Administration

Company Profiles

Defaults

Financial Periods Setup

Backups

Multi Currency

Multilingual

Custom Fields

Reference Value

Custom Period Setup

Imports

Emailing Schedule Setup

Backups

Search

Create Backup

Download

Restore Status:

Last Restored File 'HugeERPSystem2023-02-18m1.xml' on 2023-02-18 12:44:56

Name:

Date From:

2023-12-16

Date To:

202

#	Item Name
1	HugeERPDEMO2023-12-23mg.xml
2	HugeERPDEMO2023-12-23mg_01_50_43PM.7z

Video manual 2020 - [Click Here](#)

Reference Values

[System Configuration](#) > [Administration](#) > [Reference Values](#)

Every document in the system is assigned a unique number

Video manual 202411 - [Click here](#)

System Configurati...

Administration

- Company Profiles
- Defaults
- Financial Periods Setup
- Backups
- Multi Currency
- Multilingual
- Custom Fields
- Reference Value**
- Custom Period Setup
- Imports
- Emailing Schedule Setup
- Export Schedule
- POS Setup

Reference Values

Manage Reference Value

General Ledger | **Debtors** | Debtors Ageing | Creditors | Creditors Ageing | Inventory | Job Costing

Quote:	QT	273	Debtors Code Next Number:	☐	
Sales Order:	SO	61	Use Credit Note as Invoice No:	☐	
Invoice:	INV	430			
Credit Note:	CN	27			
DM Cashbook:	DMCB	2			
DM Journal:	DMJRN	26			
Dispatch Stock:	DS	35			

Save and Close Save Close Refresh

Old Videos

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Role Permissions

System Configuration > Security > Role Permissions

Setup role permissions per user to show or hide access to menu groups and menu items

Video manual 202412 - [Click here](#)

The screenshot displays the 'System Configuration' interface. On the left, a sidebar menu is visible with the following items: Administration, General, General Ledger Lin..., Security, API Setup, Favourites Maintenance, Role Permissions (highlighted with a red box), Report Security, System Utilities, Approval Levels, and Dashboard Setup. The main content area is titled 'SCM Role Permission' and contains a sub-menu with 'Menu Group', 'Menu Item', and 'Tab Permission' (all highlighted with a red box). The 'Menu Item' tab is active, showing an 'Available' table with columns '#', 'Description', and a 'Selected' table with columns '#', 'Description'. The 'Available' table is empty, and the 'Selected' table contains four items: 1 Configuration, 2 Activity, 3 Analysis, and 4 Reports.

#	Description
1	Configuration
2	Activity
3	Analysis
4	Reports

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Report Permissions

[System Configuration](#) > [Security](#) > [Report Security](#)

Assign which reports a user is allowed to access via the Report security

Video manual 202410 - [Check here](#)

System Configuration

Report List

Search | Open | Printing Status | **Permissions** | Manage Reports

Category: Favourites | Description:

Note:

Page 1 of 1

#	Category	Favourite	Description	Modified
1	Job Costing	☒	00. Overview of Costs and Expenses on a job	
2	Job Costing	☒	12. Projected Values	
3	Job Costing	☒	13. Job On Hand Value	
4	Job Costing	☒	32. Job Analysis Report	
5	General Ledger	☒	Balance Enquiry	
6	General	☒	Birthday List	
7	Debtors	☒	Debtors Contacts Report	
8	Debtors	☒	Debtors Group Summary Report	
9	Debtors	☒	Debtors Summary Report	
10	Debtors	☒	Detailed Age Analysis	
11	General Ledger	☒	GL Transaction Report (No1)	
12	GST	☒	GST Report Original	
13	GST	☒	GST Report with period closes	
14	Inventory	☒	Inventory Valuation	
15	General Ledger	☒	Profit & loss by Period	
16	General Ledger	☒	Report displaying all unprocessed documents	
17	Debtors	☒	Sales Analysis Report	
18	Debtors	☒	Sales Monthly Group Report	

Select the report for the security role

Reports Access

Search

Select All
Unselect All
Add Security Role
Print

Close

User Role: Administrator

Category:

Report Description:

Page 1 of 3

Remove Paging: ☐

Displaying 1 - 100 of 275

#		Category	Report Description	Modified
1	☒	Asset	Action Log Report	Yes
2	☐	Asset	Asset Maintenance Schedule Report	Yes
3	☒	Asset	Asset Report	Yes
4	☐	Asset	Fixed Asset Depreciation Values Report	Yes
5	☐	Asset	Fixed Asset Register	Yes
6	☒	Asset	Fixed Asset Report	Yes
7	☐	Asset	Fixed Assets - Remaining Days and Current Value	Yes
8	☒	Asset	Vehicle Report	Yes
9	☒	Auditors Reports	Creditor Document History	Yes
10	☒	Auditors Reports	Creditors Journal Transactions Report	Yes
11	☒	Auditors Reports	Debtors Document History	Yes
12	☒	Auditors Reports	Debtors Journal Trans Report	Yes
13	☒	Auditors Reports	GL Cashbook	Yes
14	☒	Auditors Reports	GL Summary profit & loss Report	
15	☒	Auditors Reports	GST Report	Yes
16	☒	Auditors Reports	Inventory Valuation	Yes
17	☒	Auditors Reports	Inventory Valuation Back Dated	Yes
18	☒	Auditors Reports	Users Security Report	Yes
19	☒	CRM	Asset Additional Information Report	Yes
20	☐	CRM	Customer Coverage Report	Yes

Apply
Close

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User Setup

Setup and control user access to the system

System Configuration > General > User Setup

Video Training 202411 - [Click here](#)

Additional manuals on system - [User Setup](#)

System Configurati...



Administration +

General -

User Setup

Special Deals

Set Password

Sales Rep Commission

Leave Allocation

Leave Calendar

GST Table

Projects

Pricing Levels

Terms And Conditions

Recurring Transactions

Weather Forecast

User Management - User Search

Search

Add

Edit

Delete Employee

Clone User

User Leave

Lock Users

Print

Basic Search

Custom Field Search

Login ID:

Session Status:

All

Employee Name:

Active:

☒

Time Log Group:

No Of Active Users:

1

Staff 31

Consultant 0

Subcontractor 0

External 0

Page 1 of 1

Remove Paging:

#	Att	Incid	Status	Status	Date + Time	Train Level	Login ID
1				All	2024-09-10 17:03:10		Acck
2				All	2024-09-10 09:33:14		Andrew
3				All	2022-07-28 15:34:03		Asset
4				All	2022-11-18 13:08:39		Barcode
5				All	2023-06-23 15:16:56		Charlotte
6				All	2023-09-20 14:49:24		Chelsea
7				All	2024-07-25 15:06:14		Chris
8				All	2021-12-16 11:10:17		Craige
9				All	2023-01-26 07:52:51		David
10				All			Devmain
11				All	2023-02-27 09:16:32		Don
12				All			Faheema
13				All	2022-10-14 09:04:10		Harry
14				All	2022-03-11 12:08:21		Hugo
15				All	2024-09-10 09:33:23		Imraan

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Dashboard Setup

Setup and view dashboards with KPIs

System Configuration > Security > Dashboard Setup

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System Configurati...



Administration +

General +

General Ledger Lin... +

Security -

- API Setup
- Favourites Maintenance
- Role Permissions
- Report Security
- System Utilities
- Approval Levels
- Dashboard Setup**

Dashboard Management

Dashboards | Quadrants

Search | Add | Edit | Delete

Dashboard Code: Dashboard Name:

Page 1 of 1 Remove Paging: ☐

#	Dashboard Code	Dashboard Name
1	DB001	Operations Overview
2	DB002	Manager View
3	DB003	New Dashboards

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General Ledger

Setting General Ledger accounts

General Ledger (GL) Setups

Setting up the General ledger accounts

General Ledger > Configuration > General Ledger Accounts

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General Ledger Mo...



Configuration

General Ledger Accounts

Cashbook + Journal Type

GL Properties

Cash Flow Report Setup

Expense Setup

GL Category Search

Payments Defined

Classification

GL Report Code

General Ledger Accounts

TreeSearch

RefreshImport Report LinksChange ParentAddEditDelete

Sort By:NameCode

Owners Equity

Accumulative Profit - 5900

Accumulative Profit - 5999

AP - Cost of Sales - 2000

AP - Expense - 4000

AP - Income - 3000

AP - Turnover Sales - 1000

Dividends - 5500

Taxation - 5000

Capital - 6000

Assets

Liabilities

Code:2000

Name:AP - Cost of Sales - 2000

Description:AP - Cost of Sales

Balance:

Calculate

Page1of1

#	Code	Name	Description
1	2000/7000	COS Job Recovered Costs	COS Job Recovered Costs
2	2000/2000	Cost of Sales BOM Stock Adjustment	Cost of Sales BOM Stock
3	2000/3000	Cost of Sales Job Costing Stock Adjustment	Cost of Sales Job Costing
4	2000/4000	Cost of Sales Stock Adjustment	Cost of Sales Stock Adjus
5	2000/1000	Cost of Sales/Purchases	Cost of Sales/Purchases
6	2000/5000	Cost Price Variance	Cost Price Variance
7	2000/6000	Job Costing Gain or Loss	Job Costing Gain or Loss

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Debtors / Customers Setup

Setting up your Debtors

Debtors / Customers setup

Setting up your customers

Debtors Module > Configuration > Debtors setup

Video manual 202411 - [Click here](#)

Debtors Module



Configuration

Debtors Setup

Debtors Properties

Quote Template Setup

Debtors Group Matrix Discount

Debtors Setup

Search Add Edit Delete Clone Create Reminder Debtors Enquiry Debtors History

Basic Search Custom Search Expand

Debtors Code: Debtors Name: Order By: Code Search Type: All Search: Debtors and Prospects L Contact Name: Email Address: Division: All Mobile No:

Main Details Statutory CO Link Support Task Item Sales Pricing Lev

Page 1 of 1 Remove Paging:

#	Att	Memo	Status	Websi	Code	Company Name	Short Name
1					00	00 Stock Control	
2					0000	In house account	
3					1234567	Malcolm new company	
4					ABC0010	ABC Company	ABC
5					ADV001	New custome1	
6					AIRBNB01	Air BNB 01	AIRBNB01
7					AIRBNB02	Air BNB 02	AIRBNB02
8					AIRBNB03	Air BNB 03	AIRBNB03

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Creditors / Supplier setup

Creditors / Supplier Setup

Setup Suppliers

Creditors Module > Configuration > Creditors setup

Video manual 202411 - [Click here](#)

Creditors Module



Configuration

Creditors Setup

Creditors Properties

Email Mailing List

Creditors Setup

Search Add Edit Delete Clone Create Reminder Creditors History Functions

Search by Code Custom Fields Expand

Creditor Code: Contact Name: Division: Creditors Status: Order By:

Creditors Name: Currency: Region: Head Office: Active:

Main Details CO Link

Page 1 of 1 Remove Paging:

#	Att	Memo	Status	Website	Creditor Code	Name	Short Name
1					ACC001	Allied Suppliers	AllSup
2					ACC002	Allied Suppliers USA	AllSupUSA
3					COA	Creditors new	
4					DEF001	DEF Company	
5					DAIKIN	Daikin	
6					FEDEX01	FedEx Express New Zealand	FedEx
7					FIL001	Filvent JHB	
8					FUC001	Fuchs Lubricants	
9					RETAILER A	Genesis	RET-A

Inventory / Stock Setup

Inventory / Stock Setup

Setting up Stock, Custom or Service Type items

Inventory Module > Configuration > Inventory setup

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Inventory Module

Configuration

Inventory Setup

Group Codes

Category Setup

Brand Make Model Setup

Units of Measure Setup

Item Grouping

Warehouse Setup

Boxes

Inventory Expenses Property

Change Control Where Used

Bill of Materials Setup

Manufacture Setup

Endophyte Type1

Inventory Setup

Search

Add

Edit

Clone

Delete

Inventory Overview

View Image

Serial No. Options

Function

Search by Item Code

Custom Search

Expand

Item Code:

Barcode:

Group Code:

Order By:

Active:

Item Description:

Suppliers Item Code:

Suppliers Name:

Category:

BOM Items:

Serialised Items:

Total Stock

173

Total Custom

32

Total Service

26

Fixed Assets

3

Total BOM

6

Main

Cost Price

Supplier Cost Price

Stock Available

Serial Numbers

Page 1 of 1

Remove Paging:

#	Att	Memo	Status	Stock Code	Stock Type	Short Description	Qty On Hand	B
1				00-1000	Stock	African Daisy Seed	11	0
2				00-1005	Stock	Balloon Flowers Seed		0
3				0852738006003	Stock	flash		
4				10-1000	Stock	African Daisy 10cm High Plant		1
5				10-1005	Stock	Balloon Flowers 10cm High Plant		1
6				22249800101	Stock	PE35/8.795 coated paper 35/8 gsm 482kg		2
7				22249800102	Stock	PE35/8.795 coated paper 35/8 gsm 481kg		2
8				22249800103	Stock	PE35/8.795 coated paper 35/8 gsm 482kg		2
9				22249800201	Stock	PE35/8.795 coated paper 35/8 gsm 488kg		2
10				22249800202	Stock	PE35/8.795 coated paper 35/8 gsm 489kg		2