How to use Deposit Module

[1.0]

Cheng Kah Poh [15/06/2021]



QNE TIPS	
Product :QNE Optimum	Version: 1.00
Doc No : 1	Page No: 1 of 11

REV. No	Nature of Change	Prepared By	Prepared Date	Reviewed & Approved by
1.0	How to use Deposit Module	Cheng Kah Poh	15/06/2021	



Product : QNE Optimum

Doc No : 1

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SCENARIO

- Deposits are the advance payments received for future services and goods to be invoiced.
- Deposits might be refund or forfeited in partial or full balance of deposit received.
- A Deposits/customer advance is usually stated as a current liability on the balance sheet of the seller.

If received Advance Payments from Customer, how to record in QNE Optimum System.

Please refer below:

SOLUTION

Step 1 – Click File \rightarrow Click Module

956	
File 1	
*	Migration Assistant
×	Close
2	Import from
i	Page Setup
	Print
\searrow	Print Preview
Ż	Design
	Print •
Ì	Preview •
-	Inquiry
	Add/Remove in Favorites
1	About
000	Change Log
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	Modules 2



QNE TIPS	
Product : QNE Optimum	Version: 1.00
Doc No : 1	Page No: 3 of 11

Step 2 – Tick Deposit Module.

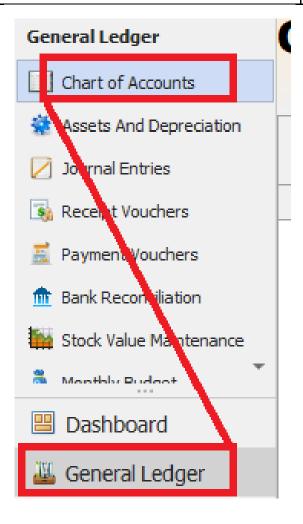
Modules & Features			Tasks ^
Houdes & readeres			■ TdSK5 ···
 General Ledger 	GST Margin Scheme	Customer / Supplier Item	Apply Changes 2
 Account Receivable 	✓ GST Group Registration	Stock Take	Save & Close 3
 Account Payable 	Finance Charge	✓ Cash Register Integration	× Close
✓ Stocks	✓ Deposit 1	Maybank2e	
✓ Sales	✓ Advance Currency	Credit Control	
 Purchases 	 Layout Customization 	QNE BizPay	
 Multi-Location 	Batch Email Distribution	QNE BizPay Plus	
 Multi-Currency 	Landing Cost	E-Commerce	
✓ Project	 Packing Lists 	Apply Pricing Rule	
✓ GST/VAT/SST	WTax	Packing UOM	
 Partial Delivery 	Stock Commission Group	Property Management	
Manufacturing	Batch Number	Post as Accrued AP	
 Price Group 	Starter Pack Plus	Meter Biling	
 Audit Trail 	Starter Pack	Advance Manufacturing	
Report Suite	Free Edition	Cash Flow Forecast Advisor	
Cost Centre	Itemized Project Knock-Off	Finished Goods Produce	
Serial Number	User Default Setting	Amoeba	
✓ POS	Partial Exemption	Fixed Commission Rates	
 Validation Manager 	Recurring	Renewal System	
Points Management	Progress Invoicing		
User Defined Fields	Billing Approvals Control		

Step 3 – Click General Ledger> Click Chart of Account.



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Product :QNE Optimum	Version: 1.00
Doc No : 1	Page No: 4 of 11



Step 4 – Right Click Current Liabilities > Click New.

							200	677,0009 00 30 669,160, 591,623,9	New
ter text to search	Find Clear							Delete	
Description		Accour	nt Code	MSIC Code	SA	Currency	Input Tax	Output Tax	🗎 Print
SALES		INC						2	Donline H
SALES ADJUSTMENT		INA							
Second Contraction States	ELESS: COST OF SALES								M Import F
ADD: OTHER INCOME		ITO							🔀 Close
S S LESS: EXPENSES		EXP							
S S LESS: TAXATION		TAX							
add: Extra ordinary income		EOI							
S ADD: EXTRA ORDINARY EXPENSES		EOE							
S APPROPRIATION ACCOUNT		APP							
S # FIXED ASSETS		BFA							
> 🦪 INTANGIBLE ASSETS		BIA							
S CURRENT ASSETS		BCA							
V		BCL							
TRADE CREDITORS	New	800-00	000		CCAC	RM			
H.P. CREDITORS	Edit	800-03	200			RM			
CREDITOR CONTROL FOREIGN EXCHAP	Delete	800-04	400			RM			
affiliate companies	Collapse Node	800-0	500			RM			
DIRECTOR'S ACCOUNT	Expand All	800-06	500			RM			
ales tax		800-08	800			RM			
✓ I ACCRUALS & OTHER CREDITORS	Collapse All	800-10	000			RM			

	QNE TIPS	
	Product : QNE Optimum	Version: 1.00
SOFTWARE	Doc No : 1	Page No: 5 of 11

Step 5 – After Click New, below box will prompt, Please insert GL Account Code, Description, and Special Account Type.

Example: GL Account Code: 800-DEPS

Description: PREPAYMENT FOR CUSTOMER

Special Account type: choose 'Deposit Account'

Account Entry		×
Account Info Notes		Common T >
Account Type Sub GL Account of	CURRENT LIABILITIES	💾 Save
GL Account Code	800-DEPS	Close
Description	PREPAYMENT FOR CUSTOMER	
Currency	RM	
DRCR	O Debit Oredit	
Special Account Type	Deposit Account	-
	None Bank Overdraft Account Creditors Control Account Sales Tax Deposit Account	
GST/SST		
Input Tax Code	× .::	:
Output Tax Code	N/A ~	
Major Industry Code		
SST Tariff Code	N/A *	Common [•]

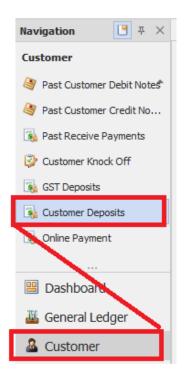
Step 6 – After successfully create account 'Prepayment from Customer', please Click Maintenance \rightarrow Click 'Default Interface Accounts' \rightarrow then Select 'Prepayment from Customer' under row 'Debtor Deposit Account'

Once done Click 'Save'.

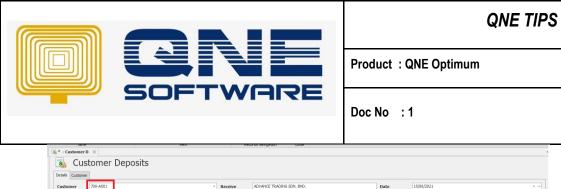
			QNE TIPS					
o Lir		Product : QNE Opt	imum	Version: 1.00				
SOFTV	SOFTWARE			Page No: 6 of 11				
Chart Of Accounts Default Interface Accounts	Numbers Account Groups Form Format							
DLA Ceneral Bank account Bank charges Debtor control account	Account 700-0310 400-0200 700-0000		Description MAYBAIIK BAIK CHARGES TRADE DEBTORS					
Creditor control account Urrealised forex gan Urrealised forex loss Debtor control foreign exclange account	800-0000 300-0600 400-1200 700-0500		TRADE CREDITORS UNREALISED FOREX GAIN UNREALISED FOREX LOSS DEBTOR CONTROL FOREIGN EXCHANGE					
Creditor control foreign exchange account Rounding adjustment 3 Debtor deposit account Creditor deposit account	800-0400 403-0000 800-DEPS	× -	CREDITOR CONTROL FOREIGN EXCHANGE ACCOUNTS ROUNDING ADJUSTMENT PREPAYMENT FOR CUSTOMER					

Note: Now the requirement of setup Deposit module is done, can start to record deposit in QNE Optimum System.

Step 7 – Click Customer \rightarrow Click Customer Deposits



Step 8 – insert Customer Name, then insert Ref and Amount



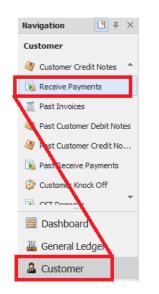
Step 9 – A Deposit from Customer is created.

Details Customer	700-A001			·	Receive	ADVANCE TRADIN	NG SDN. B	HD.			Date	15/06/20	21	¥
Currency	RM			v	Agent	CINDY				٣	Deposit #	DP2106/0	01	· ··
Currency Rate				1.00000000	Bank Charges						Cheque/Ref N	o. TEST		
Deposit Acc	PREPAYMENT FO	R CUSTOMER		v	Deposit To	MAYBANK				Ŧ	Amount			1,000.00
Description										÷				
Deposit To	Accourt	Date 15/06/2021 15/06/2021	Account # 700-0310 800-DEPS	MAYBANK	Doc # Pi DP2106/001 DP2106/001	roject Refere TEST TEST	ence No	Project Code	Description	Debit 🔻 1,000.00		-0310	Bank Charges	
											1,000.00			

Step 10 – User can fully transfer/ Partial transfers the deposit, into Receive Payment when it need.

Fully Transfer:

Click Customer > Click Receive Payment.



Version: 1.00

Page No: 7 of

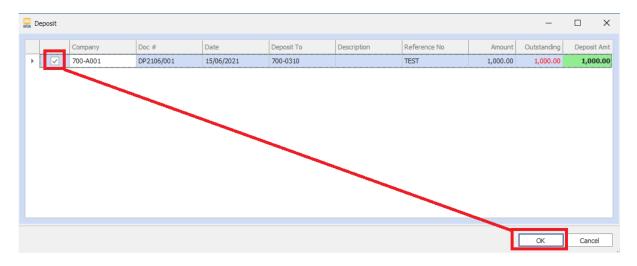
11



Once Receive Payment prompt out, then select Customer, after select Customer system will prompt a confirmation message box to ask whether user wants to transfer deposit to Receive Payment, Click Yes

🛐 DP2106/001 - C	🋐 * - Receive Pay 🛛 🗙											
🋐 Rece	ive Payments											
Details Customer	Others											
Customer	700-A001	• Receive			Doc Date	15/06/2021						· ···
Currency	RM	Agent				2106/009						· ···
Rate		1.00000000 angk Cha	Confirmation	n								
Deposit To	MAYBANK	 Payment 	•								0.00 F	ay Al
Description	PAYMENT FOR ACCOUNT		There is outstanding deposi	t(s) from this customer.				Post De	escription To GL			
Knockoff Multiple Pa	ayments Notes 💾 Files Info		Do you want to transfer to F	Receive Payment?								
Auto Match Clea	r Match 📄 📑 View Variant	s• 🕼										
Туре	Doc # Date	Description				Project	Amount	Outstanding	Payment	Match	Forex Posting Date	е
				Y	/es No							

After Click 'Yes', System will prompt out Deposit Listing, tick the Deposit, then Click 'OK'



Once Done, Click 'Save'

	Close ~	Save and Preview Print Auto CN and New ~ And New ~	Audit Online Trail Help	Reset View Vie Settings	ew Variants Print Preview	Previous Next Record	ecord Search	Close							
	Sa			View	Y	Records Na	vigation	Close							
3 Ŧ ×	🚯 DP2106/001 - C	🛐 OR2106/009 - R 🛛 🗙													
iotes 🔺	Details Customer Others														
5	Details Customer Others Customer 700-4001 Receive 40//AUGETRADDI/S SOULBED. Doc Date 15/06/2021 • • • • • • • • • • • • • • • • • • •														
		RM			CINDY				22106/009						
bit Notes	Currency			ent		Ŷ	Receipt #		<5100/00a A						
	Rate	1.0	00000000 Ba	nk Charges	0.00		Cheque/Ref N	lo.							
edit No	Deposit To	MAYBANK	- Pa	yment Method	I	•	Amount		1,000.00 Pay All						
ments Off	Description	PAYMENT FOR ACCOUNT				Ψ			Post Description To GL						
*	Knockoff Multiple Pa	ayments Notes 🕒 Files Info													
	Auto Match Clea	r Match 📑 🕞 View Variants 🕶	Ø												

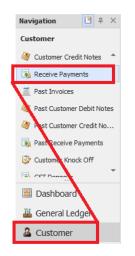
System Successfully, Fully Transfer deposit to receive payments.



QNE TIPS	
Product :QNE Optimum	Version: 1.00
Doc No : 1	Page No: 9 of 11

Partial transfer:

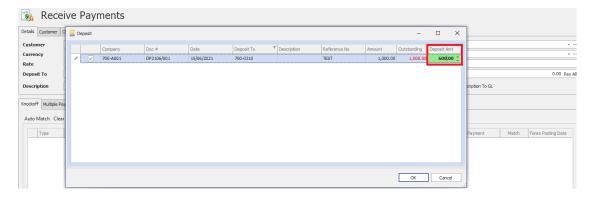
Click Customer > Click Receive Payment.



Once Receive Payment prompt out, then select Customer, after select Customer system will prompt a confirmation message box to ask whether user wants to transfer deposit to Receive Payment, Click Yes

🚯 DP2106/001 - C	🍇 * - Receive Pay 🛛 🗙			
🋐 Rece	eive Payments			
Details Customer	Others			
Customer	700-A001	* Receive	Doc Date	15/06/2021 👻 …
Currency	RM	- Agent	-	
Rate	1.00000	000 annk Cha	Confirmation	
Deposit To	MAYBANK	 Payment 	•	0.00 Pay Al
Description	PAYMENT FOR ACCOUNT		There is outstanding deposit(s) from this customer.	Post Description To GL
Knockoff Multiple P	ayments Notes Tiles Info		Do you want to transfer to Receive Payment?	
Auto Match Cle	ar Match 📄 📑 View Variants 🕶 😡			
Type	Doc # Date	Description		Project Amount Outstanding Payment Match Forex Posting Date
			Yes No	

After Click 'Yes', System will prompt out Deposit Listing, tick the Deposit and key in amount partially, then Click 'OK'



Once Done, Click 'Save'



QNE TIPS	
Product : QNE Optimum	Version: 1.00
Doc No : 1	Page No: 10 of 11

System Successfully, Partially Transfer deposit to receive payments.

🋐 Rece	🛐 Receive Payments														
Details Customer Others															
Customer 700-4001 Receive 400/AVGETRADING SON, 0HD. Doc Date 15/05/2021 ••••															
Currency	rency RM Agent CINDY Receipt # 0R2106/009														
Rate	1.00000000	Bank Charges	0.00	Cheque/Ref No.											
Deposit To	MAYBANK	Payment Method		Amount	600.00 Pay All										
Description	PAYMENT FOR ACCOUNT		Ψ		Post Description To GL										
Knockoff Multiple Pa	Knodkoff Multiple Payments Notes C Hes Info														

AND

If user create receive payment again to this particular customer, system will still prompt the outstanding Deposit list as below, due to it still have outstanding amount in the deposit.

🛐 Rece	🛐 Receive Payments														
Details Customer	Others														
Customer	700-A001		v	Receive				Doc Date	15/06/20	21				v ·	
Currency	RM		Ŧ	Agent			-	Receipt #	OR2106/	010				· ·	•••
Rate			1.00000000	Bank Charges	0.00			Cheque/Ref No.							
Deposit To	🔜 Deposit										-		\times	0.00 Pay A	All
Description		Company	Doc #	Date		Deposit To	Description	Reference N	lo	Amount	Outstanding	Deposit A	\mt	escription To GL	
Knockoff Multiple P	•	700-A001	DP2106	/001 15/0	5/2021	700-0310		TEST		1,000.00	400.00				
Auto Match Cle															

Note: Deposit still have outstanding RM400.00 not yet transfer to Receive Payment.

Step 11 – If user wants to refund / forfeit deposit, which can follow below

Refund deposit

In customer Deposits \rightarrow Click Refund Tab \rightarrow Tick Refund \rightarrow select which bank account to refund \rightarrow insert refund date \rightarrow insert refund amount \rightarrow Click Save.

		_												
🚯 DP2106/002 - C														
🛐 Cust	tomer Deposits													
Details Customer														
Customer 200-4001 Receive ADVANCE TRADING SDN. BHD. Date 15/05/2021														
Currency	RM	Ψ	Agent	CINDY	Ŧ	Deposit #	DP2106/001	· ···						
Currency Rate		1.00000000	Bank Charges	0.00		Cheque/Ref I	IO. TEST							
Deposit Acc	PREPAYMENT FOR CUSTOMER	Ψ	Deposit To	MAYBANK	v	Amount		1	1,000.00					
Description														
Description														
Multiple Payments	Refund Forfeit Notes	s Info												
🗸 Use Refund														
	🥹 💾 📑 View Variants 🔹													
Payment By		Refund Doc #	Refund Date Description			Ref	erence No	Refund Amount						
MAYBANK		DP2106/001-RF01	20/06/2021 Refund to ADVANCE TRADING SDN. BHD			I. BHD.			400.00					
*									_					



The double entries of refund will post into same deposit transaction, Click infoightarrow Click GL journal

Edit Task	Info	View	Tools Inc	uiry	Maintenance															
GL Jour																				
rd Journ																				
🖪 Ŧ 🗙						3 DP2106/001	- C × 🛛 Journ	nal Entries												
	Sh	Cus	tomer	De	posits															
Debit Notes*	Details	Customer																		
Credit No	Custo	omer	700-A001				*	Receive	ADVAN	ICE TRADING	SDN. BHD.			Dat	te	15/06	/2021			¥
yments	Curre	ency	RM				v	Agent	CINDY					* Dej	posit #	DP210	06/001			· ···
Off	Curre	ency Rate					1.00000000	Bank Charg	es 0.00					··· Che	eque/Ref	No. TEST				
	Depo	sit Acc	PREPAYMENT	FOR C	USTOMER		-	Deposit To	MAYBA	INK				• Am	ount					1,000.00
aits	Desc	ription																		
	Multipl	e Payments	Refund Forf	eit N	otes 🍈 Files	Info														
	V U	se Refund														_	_			
Tor		×	0 2 5	•	GLTransaction												×			
ger		Payment By		-	Date	Account #	Account Name		Doc #	Project		Project Code	Description D					Ref	fund Amount	
	•	MAYBANK		14		700-0310	MAYBANK		DP2106/001		TEST			1,000		700-0310	_			400.00
	•			14	20/06/2021	800-DEPS	PREPAYMENT FOR		DP2106/00.		TEST		Refund to	400.00		700-0310	_			
				1.	15/06/2021	800-DEPS	PREPAYMENT FOR	R CUSTOMER	DP2106/001		TEST				1,000		_			
				14	20/06/2021	700-0310	MAYBANK		DP2106/00.		TEST		Refund to		400.00	700-0310				

Note: User unable insert refund amount more than outstanding amount, system will prompt remind/warning Message.

:	🛐 DP2106/002 - C	🛐 Customer Depo	* DP2106/001 - X		-				
	🋐 Cust	tomer Deposits							
	Details Customer								
	Customer	700-A001	*	Receive	ADVANCE TRADING SDN. BHD.		Date	15/06/2021	· ···
	Currency	RM		Agent	CINDY	Ŧ	Deposit #	DP2106/001	· ···
	Currency Rate		1	ONE Busines	ss Solutions		Cheque/Ref N	o. TEST	
	Deposit Acc	PREPAYMENT FOR CUSTOMER		QUE DUSINE		*	Amount		1,000.00
	Description			ount of Transferred A er than Outstanding	mount, Forfeited Amount and Refund Amount cannot Amount.	· ···			
	Multiple Payments	Refund Forfeit Notes 🖺 Files Inf	nfo Deposi	t Amount : 1,0 rred Amount : 600					
	Use Refund		- Forfeit	ed Amount : 1,0 ed Amount : 0.0					
		😔 📄 🔚 View Variants 🔹 💿	🕘 🐠 📄 🔹 🗌 Outstar	nding Amount : -60	10.00				
d.	Payment By	Refur	und Doc #				Refe	rence No	Refund Amount
	MAYBANK	DP21	106/001-RF01		ок	ANCE TRADING SDN.	BHD.		1,000.00
	>								

Forfeit Deposit

In Customer Deposit \rightarrow Click Forfeit Tab \rightarrow Tick Forfeit \rightarrow insert account code for post forfeit amount \rightarrow insert forfeit amount \rightarrow Click Save.

🛐 Customer Deposits														
Details Customer	Detals Outcome													
Customer														
Currency														
Currency Rate														
Deposit Acc	PREPAYMENT FOR CUSTOMER	-	Deposit To	MAYBANK	- Amount		1,000.00							
Description														
Multiple Payments	Refund Forfeit Notes 💾 Files Info													
🗸 Use Forfeit														
🗋 🗙 🖷	😔 💾 📑 View Variants 🛪 💿 📀) Øð 📳 🔹 😡												
Post To Acco	Post To Account Forfeit Date Description Reference No Porfeit Amount													
ACCRUALS 8	& OTHER CREDITORS	21/06/2021					400.00							
*														



The double entries of refund will post into same deposit transaction, Click info ightarrow Click GL journal

Task	Info	View	Tools Inqui		Maintenance															
GL Jour	mals nal																			
₽ ×		106/002 - C				DP2106/001	- C 🛛 🔀 Journ	al Entries												
	S)	Cust	tomer D)e	posits															
Notes	Decais Cusioner																			
: No	Custome 700-A001 Receive ADVANCE TRADING SDN. BHD. Date 15/06/2021 Currency RM - Agent CINOY Deposit # DP206/001																			
ıts	Curre	ency	RM				-	Agent	CINDY					• D	eposit #				· ···	
	Curre	ency Rate					1.00000000	Bank Charge	s 0.00					··· C	heque/Ref	No. TEST				
	Depo	osit Acc	PREPAYMENT FO	DR CI	USTOMER		÷	Deposit To	MAYBA	NK				• A	mount	1,00				1,000.00
	Desc	ription																		
	Multipl	e Payments	Refund Forfeit	No	otes 💾 Files	Info														
	V V	se Forfeit	1		GLTransaction										_		<			
		X 🖪	🛛 📑 🗖		Date	Account #	Account Name		Doc #	Project	0.6	Project Code	Description	De 🔻	-	From Acc				
		Post To Acco	unt		15/06/2021	700-0310	MAYBANK		DP2106/001		TEST	Project Code		1,000		700-0310		Forfeit A	mount	
	•	ACCRUALS &	OTHER CREDIT		21/06/2021	800-DEPS	PREPAYMENT FOR		DP2106/001		TEST			400.00	_	700-0310				400.00
	*				15/06/2021	800-DEPS	PREPAYMENT FOR		DP2106/001	_	TEST					700-0310				
				I	21/06/2021	800-1000	ACCRUALS & OTH	ER CREDITO I	OP2106/001		TEST				400.00	700-0310				

Note: User unable insert Forfeit amount more than outstanding amount, system will prompt remind/warning Message.

Sh Customer Deposits								
Detals Customer								
Customer	stomer 700-A001		Receive	ADVANCE TRADING SDN. BHD.	Date		15/06/2021	¥
Currency	RM		 Agent CINDY 		Ŧ	Deposit #	DP2106/001	- ···
Currency Rate		1 (3	QNE Busines	ss Solutions		Cheque/Ref No.	TEST	
Deposit Acc	PREPAYMENT FOR CUSTOMER				*	Amount		1,000.00
Description		Total amount of Transferred Amount, Forfelted Amount and Refund Amount cannot be greater than Outstanding Amount.			¥			
Multiple Payments Refund Forfeit Notes 19 Files Info			Deposit Amount : 1,000.00 - Transferred Amount : 600.00					
Use Forfeit		- Forfe	- Refunded Amount : 0.00 - Forfeited Amount : 1,000.00					
📋 🗙 🗐 🥹 📑 🤄 View Variants 🕶 💿 💿 🕺 🕞 🗸 🗌		Outst	Outstanding Amount : -600.00					
Post To Account Forfeit Date		eit Date			Refe	rence No		Forfeit Amount
 ACCRUALS & OTHER CREDITORS 15/06/2021 		6/2021	ок					1,000.00
*								

End.