


# How to use Deposit Module


[1.0]

Cheng Kah Poh

[15/06/2021]

 <b>QNE</b> SOFTWARE	<b>QNE TIPS</b>	
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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	

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## SCENARIO

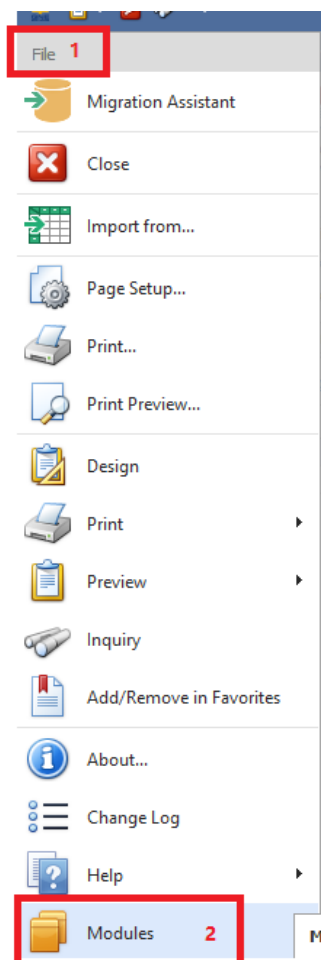
- Deposits are the advance payments received for future services and goods to be invoiced.
- Deposits might be refund or forfeited in partial or full balance of deposit received.
- A Deposits/customer advance is usually stated as a current liability on the balance sheet of the seller.

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

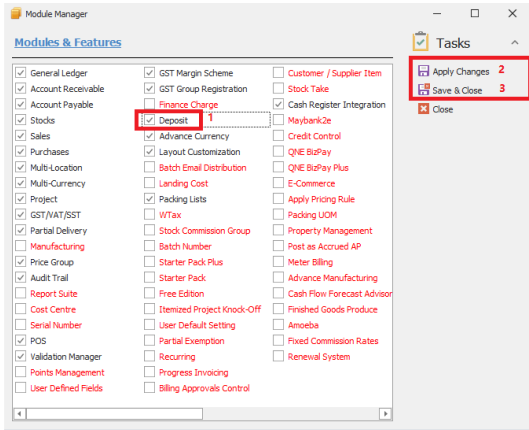
Please refer below:

## SOLUTION

Step 1 – Click File→ Click Module



Step 2 – Tick Deposit Module.



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



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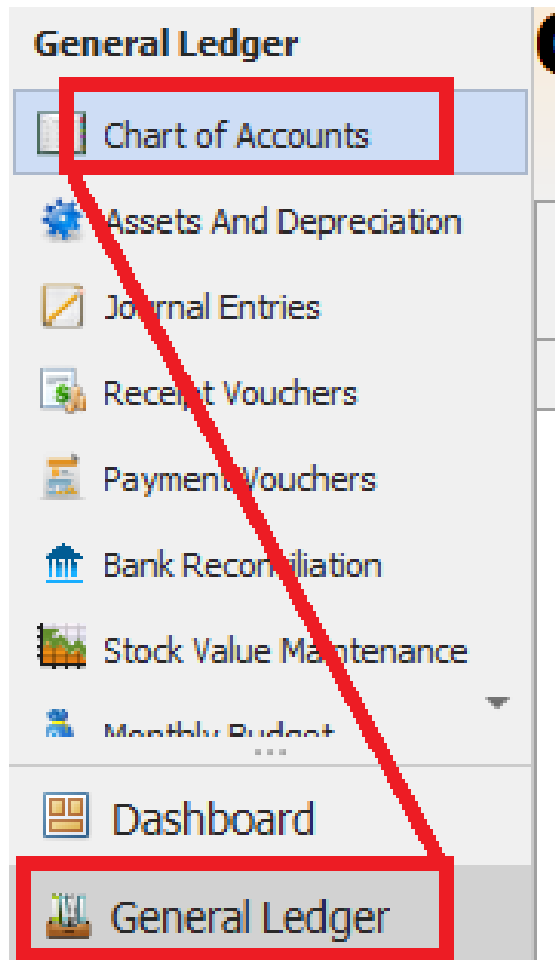
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Step 4 – Right Click Current Liabilities > Click New.


### Chart Of Accounts

Enter text to search... Find Clear

Description	Account Code	MSIC Code	SA	Currency	Input Tax	Output Tax
> SALES	INC					
> SALES ADJUSTMENT	INA					
> LESS: COST OF SALES	COG					
> ADD: OTHER INCOME	OTI					
> LESS: EXPENSES	EXP					
> LESS: TAXATION	TAX					
> ADD: EXTRA ORDINARY INCOME	EOI					
> ADD: EXTRA ORDINARY EXPENSES	EOE					
> APPROPRIATION ACCOUNT	APP					
> FIXED ASSETS	BFA					
> INTANGIBLE ASSETS	BIA					
> CURRENT ASSETS	BCA					
> CURRENT LIABILITIES	BCL					
> TRADE CREDITORS	800-0000		CCAC	RM		
> H.P. CREDITORS	800-0200			RM		
> CREDITOR CONTROL FOREIGN EXCHANGE	800-0400			RM		
> AFFILIATE COMPANIES	800-0500			RM		
> DIRECTOR'S ACCOUNT	800-0600			RM		
> SALES TAX	800-0800			RM		
> ACCRUALS & OTHER CREDITORS	800-1000			RM		

Common Tasks: New, Edit, Delete, Print, Online Help, Import From, Close

Right-click context menu for CURRENT LIABILITIES: New, Edit, Delete, Collapse Node, Expand All, Collapse All

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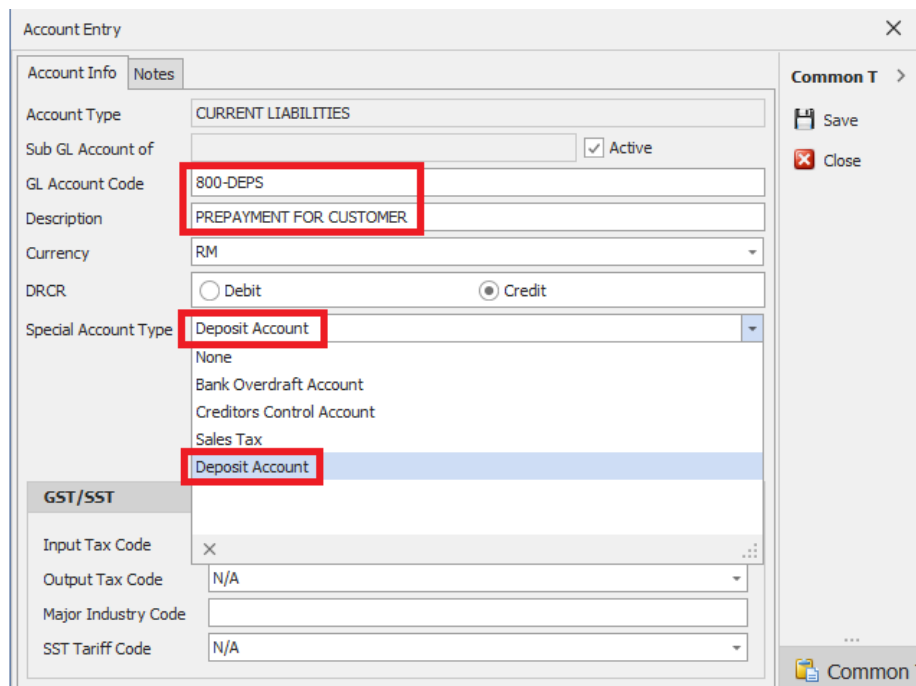
Step 5 – After Click New, below box will prompt, Please insert GL Account Code, Description, and Special Account Type.

Example:

GL Account Code: 800-DEPS

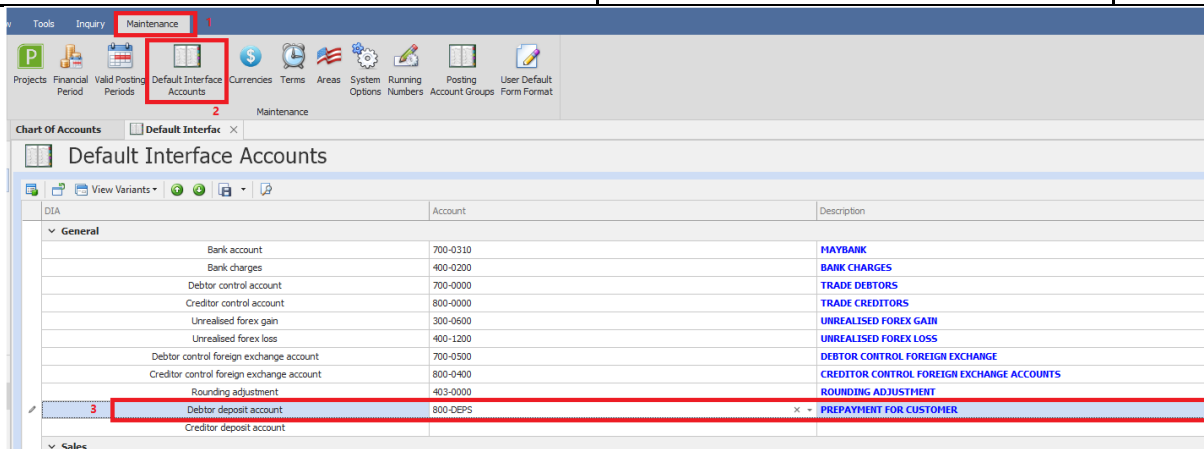
Description: PREPAYMENT FOR CUSTOMER

Special Account type: choose 'Deposit Account'



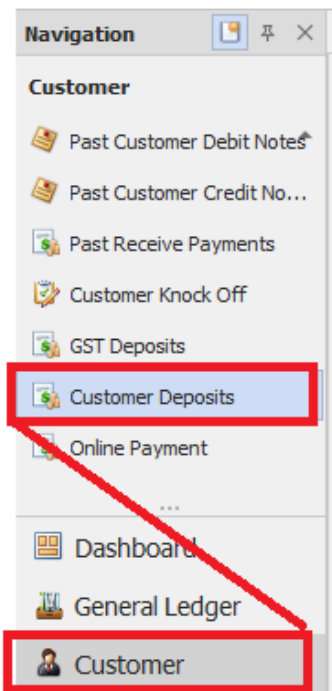
Step 6 – After successfully create account 'Prepayment from Customer', please Click Maintenance → Click 'Default Interface Accounts' → then Select 'Prepayment from Customer' under row 'Debtor Deposit Account'

Once done Click 'Save'.



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

Step 7 – Click Customer → Click Customer Deposits



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



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Customer Deposits

Details Customer

Customer: 700-A001 Receive: ADVANCE TRADING SDN. BHD. Date: 15/06/2021

Currency: RM Agent: CINDY Deposit #: DP2106/001

Currency Rate: 1.00000000 Bank Charges: 0.00 Cheque/Ref No: TEST

Deposit Acc: PREPAYMENT FOR CUSTOMER Deposit To: MAYBANK Amount: 1,000.00

Description:

Multiple Payments Refund Forfeit Notes Files Info

Use Multi Payment

Deposit To Account Name Payment Method Description Reference No Amount Bank Charges

Step 9 – A Deposit from Customer is created.

Customer Deposits

Details Customer

Customer: 700-A001 Receive: ADVANCE TRADING SDN. BHD. Date: 15/06/2021

Currency: RM Agent: CINDY Deposit #: DP2106/001

Currency Rate: 1.00000000 Bank Charges: 0.00 Cheque/Ref No: TEST

Deposit Acc: PREPAYMENT FOR CUSTOMER Deposit To: MAYBANK Amount: 1,000.00

Description:

Multiple Payments Refund Forfeit Notes Files Info

Use Multi Payment

Deposit To Account Name Payment Method Description Reference No Amount Bank Charges

G.Transaction

Date	Account #	Account Name	Doc #	Project	Reference No	Project Code	Description	Debit	Credit	From Acc.
15/06/2021	700-0310	MAYBANK	DP2106/001		TEST			1,000.00		700-0310
15/06/2021	800-CEPS	PREPAYMENT	DP2106/001		TEST				1,000.00	700-0310

1,000.00 1,000.00

OK

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

### Fully Transfer:


Click Customer > Click Receive Payment.

Navigation

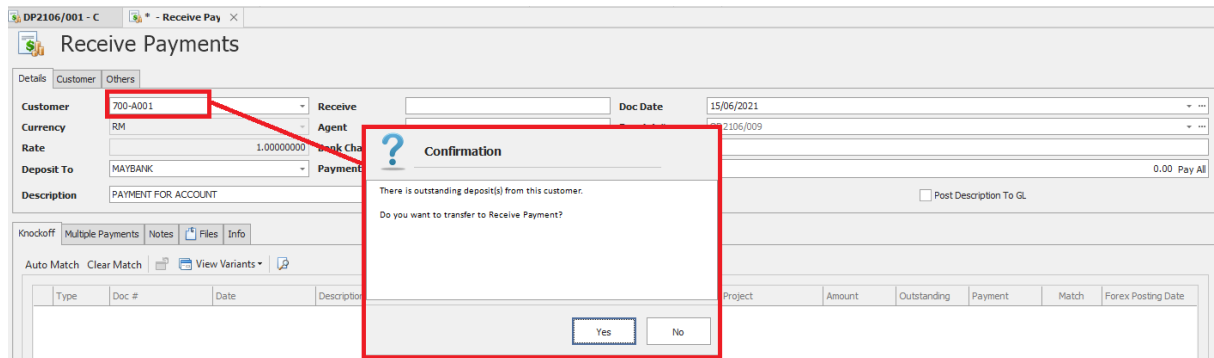
Customer

- Customer Credit Notes
- Receive Payments
- Past Invoices
- Past Customer Debit Notes
- Past Customer Credit No...
- Past Receive Payments
- Customer Knock Off
- CST Debit
- Dashboard
- General Ledger
- Customer

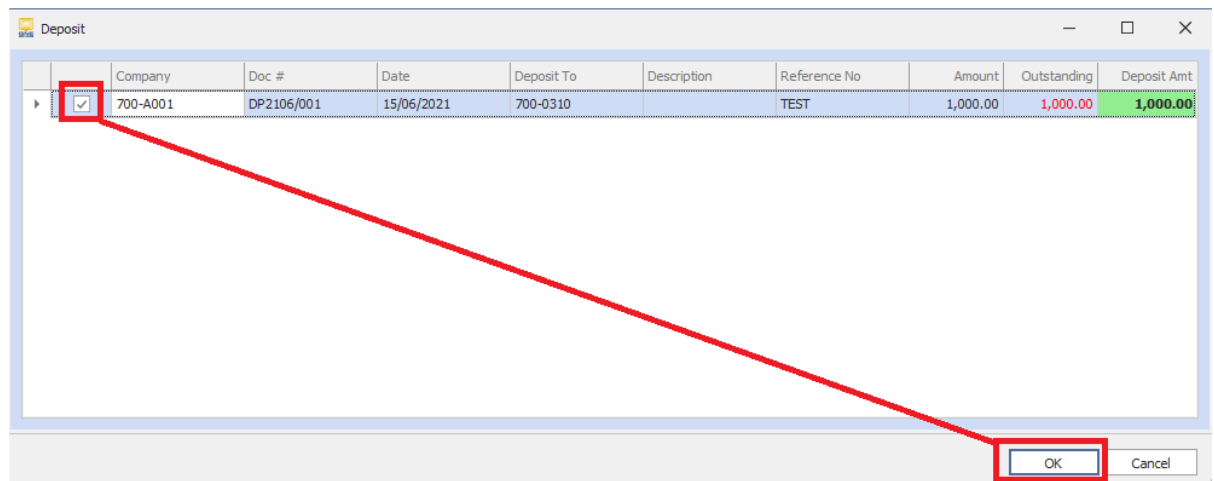


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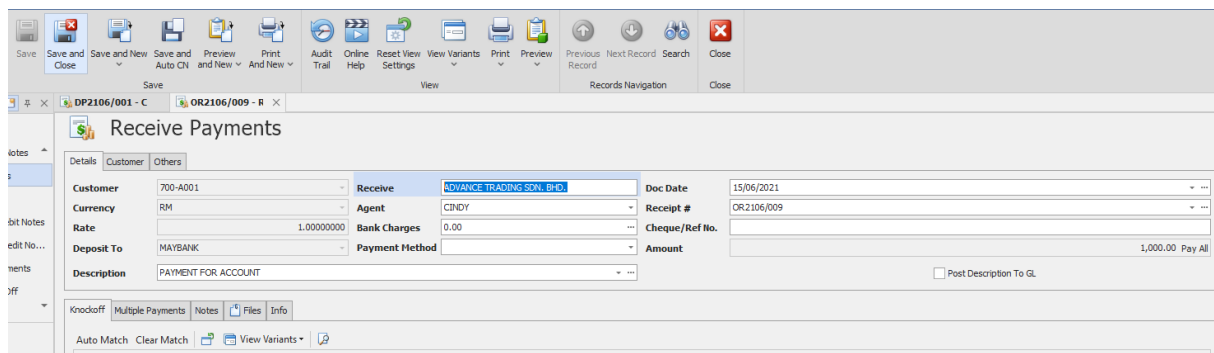
Once Receive Payment prompt out, then select Customer, after select Customer system will prompt a confirmation message box to ask whether user wants to transfer deposit to Receive Payment, Click Yes




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



Once Done, Click 'Save'

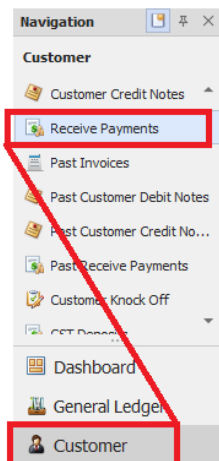


System Successfully, Fully Transfer deposit to receive payments.

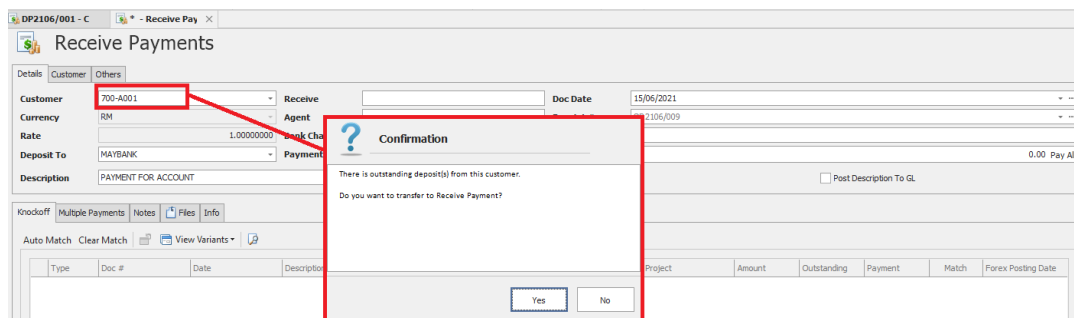
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### Partial transfer:

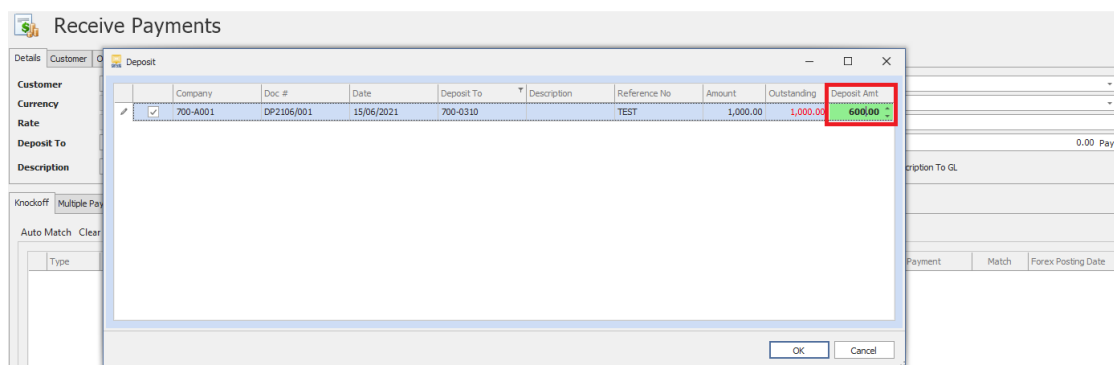
Click Customer > Click Receive Payment.




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



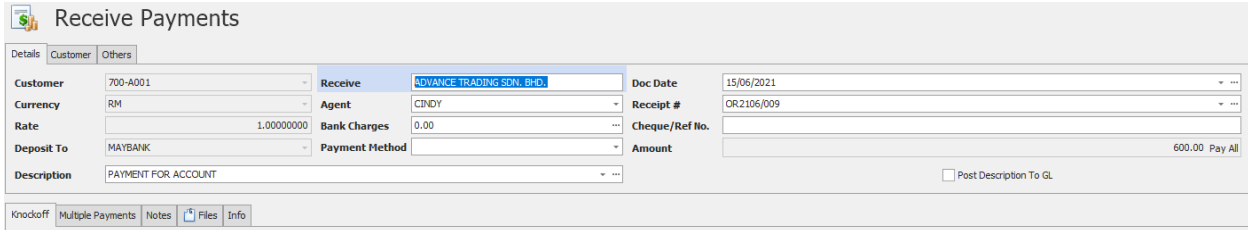
After Click 'Yes', System will prompt out Deposit Listing, tick the Deposit and key in amount partially, then Click 'OK'



Once Done, Click 'Save'

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System Successfully, Partially Transfer deposit to receive payments.



**Receive Payments**

Details Customer Others

Customer: 700-A001 Receive: ADVANCE TRADING SDN. BHD. Doc Date: 15/06/2021

Currency: RM Agent: CINDY Receipt #: OR2106/009

Rate: 1.00000000 Bank Charges: 0.00 Cheque/Ref No.:

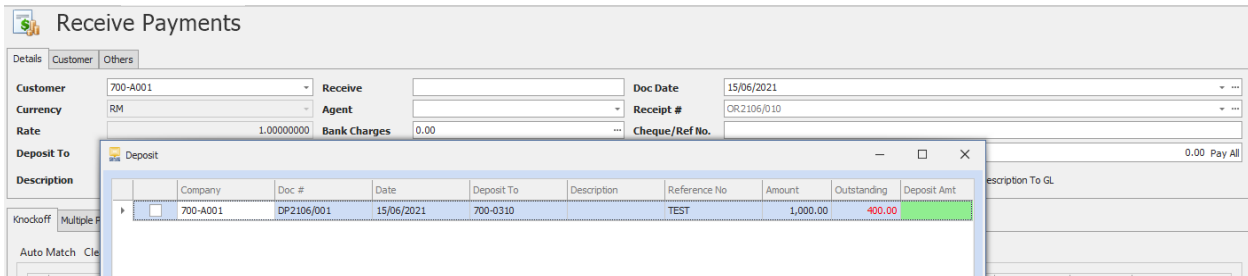
Deposit To: MAYBANK Payment Method: Amount: 600.00 Pay All

Description: PAYMENT FOR ACCOUNT ☐ Post Description To GL

Knockoff Multiple Payments Notes Files 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.



**Receive Payments**

Details Customer Others

Customer: 700-A001 Receive: Doc Date: 15/06/2021

Currency: RM Agent: Receipt #: OR2106/010

Rate: 1.00000000 Bank Charges: 0.00 Cheque/Ref No.:

Deposit To: Amount: 0.00 Pay All

Description: ☐ Post Description To GL

Knockoff Multiple Payments Notes Files Info

Auto Match Clear

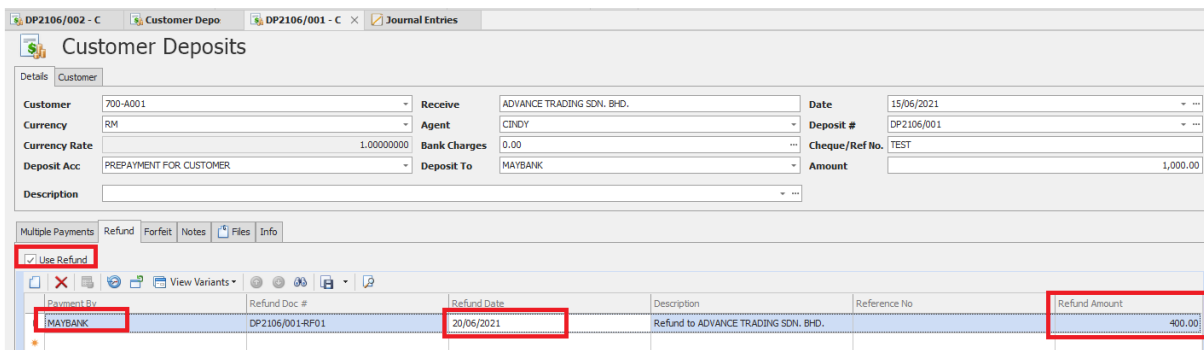
Company	Doc #	Date	Deposit To	Description	Reference No	Amount	Outstanding	Deposit Amt
700-A001	DP2106/001	15/06/2021	700-0310	TEST		1,000.00	400.00	

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→Click Refund Tab→ Tick Refund→ select which bank account to refund →insert refund date→insert refund amount→ Click Save.



**Customer Deposits**

Details Customer

Customer: 700-A001 Receive: ADVANCE TRADING SDN. BHD. Date: 15/06/2021

Currency: RM Agent: CINDY Deposit #: DP2106/001

Currency Rate: 1.00000000 Bank Charges: 0.00 Cheque/Ref No.:

Deposit Acc: PREPAYMENT FOR CUSTOMER Deposit To: MAYBANK Amount: 1,000.00

Description:

Multiple Payments Refund Forfeit Notes Files Info

☒ Use Refund

Payment By	Refund Doc #	Refund Date	Description	Reference No	Refund Amount
MAYBANK	DP2106/001-RF01	20/06/2021	Refund to ADVANCE TRADING SDN. BHD.		400.00



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

Date	Account #	Account Name	Doc #	Project	Reference	Project Code	Description	De...	Cr...	From Acc...	Refund Amount
15/06/2021	700-0310	MAYBANK	DP2106/001	TEST				1,000.00		700-0310	
20/06/2021	800-DEPS	PREPAYMENT FOR CUSTOMER	DP2106/001	TEST			Refund to...	400.00		700-0310	400.00
15/06/2021	800-DEPS	PREPAYMENT FOR CUSTOMER	DP2106/001	TEST					1,000.00	700-0310	
20/06/2021	700-0310	MAYBANK	DP2106/001	TEST			Refund to...	400.00		700-0310	

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

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Total amount of Transferred Amount, Forfeited Amount and Refund Amount cannot be greater than Outstanding Amount.

Deposit Amount : 1,000.00  
Transferred Amount : 600.00  
Refunded Amount : 1,000.00  
Forfeited Amount : 0.00  
Outstanding Amount : -400.00

OK

### Forfeit Deposit

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

Post To Account	Forfeit Date	Description	Reference No	Forfeit Amount
ACCRUALS & OTHER CREDITORS	21/06/2021			400.00



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

Task Info View Tools Inquiry Maintenance

GL Journals

Journal

DP2106/002 - C Customer Depo DP2106/001 - C Journal Entries

Customer Deposits

Details Customer

Customer: 700-A001 Receive: ADVANCE TRADING SDN. BHD. Date: 15/06/2021

Currency: RM Agent: CINDY Deposit #: DP2106/001

Currency Rate: 1.00000000 Bank Charges: 0.00 Cheque/Ref No.: TEST

Deposit Acc: PREPAYMENT FOR CUSTOMER Deposit To: MAYBANK Amount: 1,000.00

Description:

Multiple Payments Refund Forfeit Notes Files Info

Use Forfeit

GL Transaction

Date	Account #	Account Name	Doc #	Project	Reference	Project Code	Description	De	Cr	From Acc
15/06/2021	700-0310	MAYBANK	DP2106/001	TEST				1,000.00		700-0310
21/06/2021	800-DEPS	PREPAYMENT FOR CUSTOMER	DP2106/001	TEST				400.00		700-0310
15/06/2021	800-DEPS	PREPAYMENT FOR CUSTOMER	DP2106/001	TEST				1,000.00		700-0310
21/06/2021	800-1000	ACCRUALS & OTHER CREDITO	DP2106/001	TEST				400.00		700-0310

Forfeit Amount: 400.00

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

Customer Deposits

Details Customer

Customer: 700-A001 Receive: ADVANCE TRADING SDN. BHD. Date: 15/06/2021

Currency: RM Agent: CINDY Deposit #: DP2106/001

Currency Rate: 1.00000000 Bank Charges: 0.00 Cheque/Ref No.: TEST

Deposit Acc: PREPAYMENT FOR CUSTOMER Deposit To: MAYBANK Amount: 1,000.00

Description:

Multiple Payments Refund Forfeit Notes Files Info

Use Forfeit

Post To Account

ACCRUALS & OTHER CREDITORS

Forfeit Date: 15/06/2021

Forfeit Amount: 1,000.00

QNE Business Solutions

Total amount of Transferred Amount, Forfeited Amount and Refund Amount cannot be greater than Outstanding Amount.

Deposit Amount : 1,000.00

Transferred Amount : 600.00

Refunded Amount : 0.00

Forfeited Amount : 1,000.00

Outstanding Amount : -400.00

OK

End.