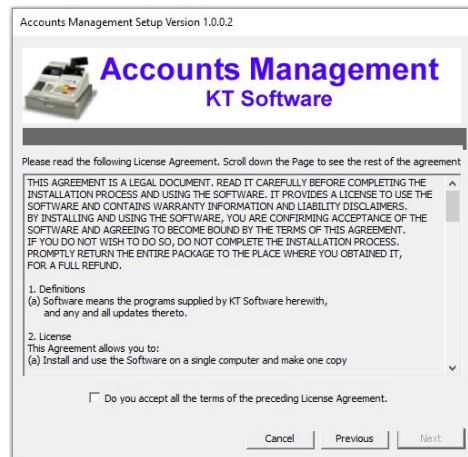


# Installing Accounts Management on your machine

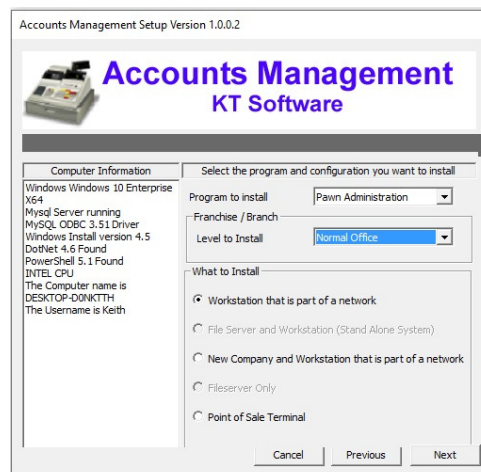
Setting up Accounts Management is simple, run the Setup program and follow the prompts.



Click Next to continue



Click the check box to accept the terms and conditions and click Next to continue



Here you need to select the program you want to install

- Pawn Management (Pawn Shops, Second hand dealers)
- Retail Management (Retail stores, Shops)
- Service Management (Service Centres, Workshop or Service Provider)
- Back Office Management (Point Of Sale system for Retailers, Restaurants, Clubs, Bars)
- Gold Management (Second hand gold dealers)

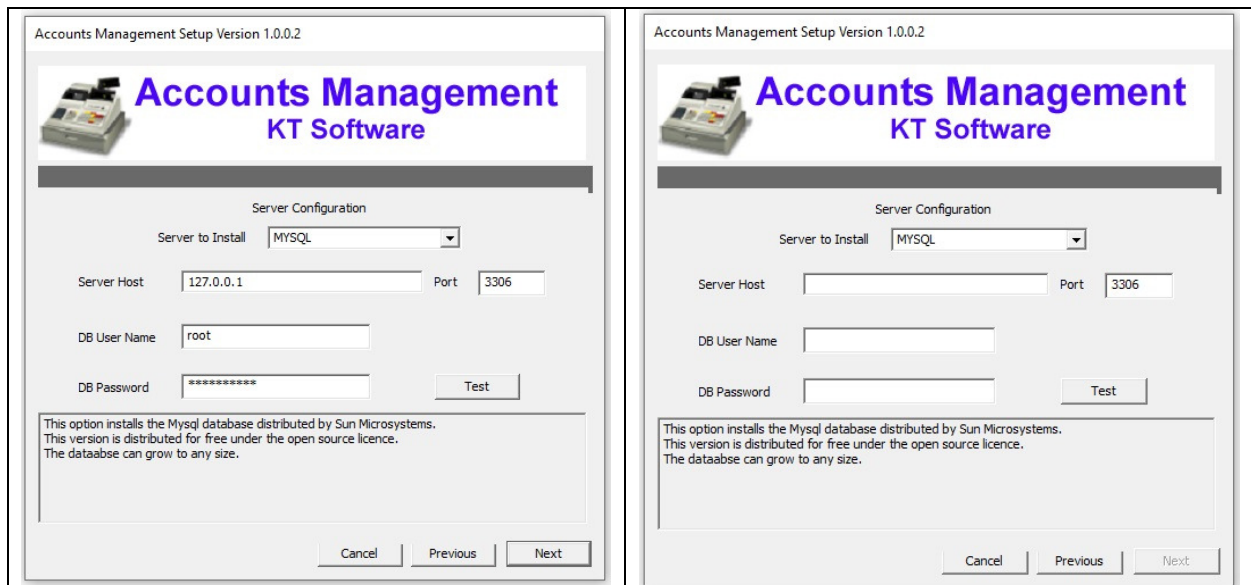
Next select the Level of the program, is it a

- Normal business
- Head Office
- Branch / Franchise

Next select what to install

1. Workstation that is part of a network (Use if you are installing another computer in an existing installation)
2. File Server and Workstation (Stand Alone, Use this the first time you are installing the program if you do not have a file server )
3. New Company and Workstation that is part of a network (Use this if you have a previous installation and adding a new computer and want a new Company)
4. File Server Only ( This is used if you need a File Server and don't want to install a Company)
5. Point of Sale Terminal (Install this if you installed the Back office on a different machine and want the POS terminal by itself on a machine)

Click Next to continue



The next screen can differ depending on what configuration is selected.

If 2 or 4 is selected the left hand screen is shown.

The information is entered for you, if you want to change the password you can the system enters **MyPa\$\$w0rd** as a password.

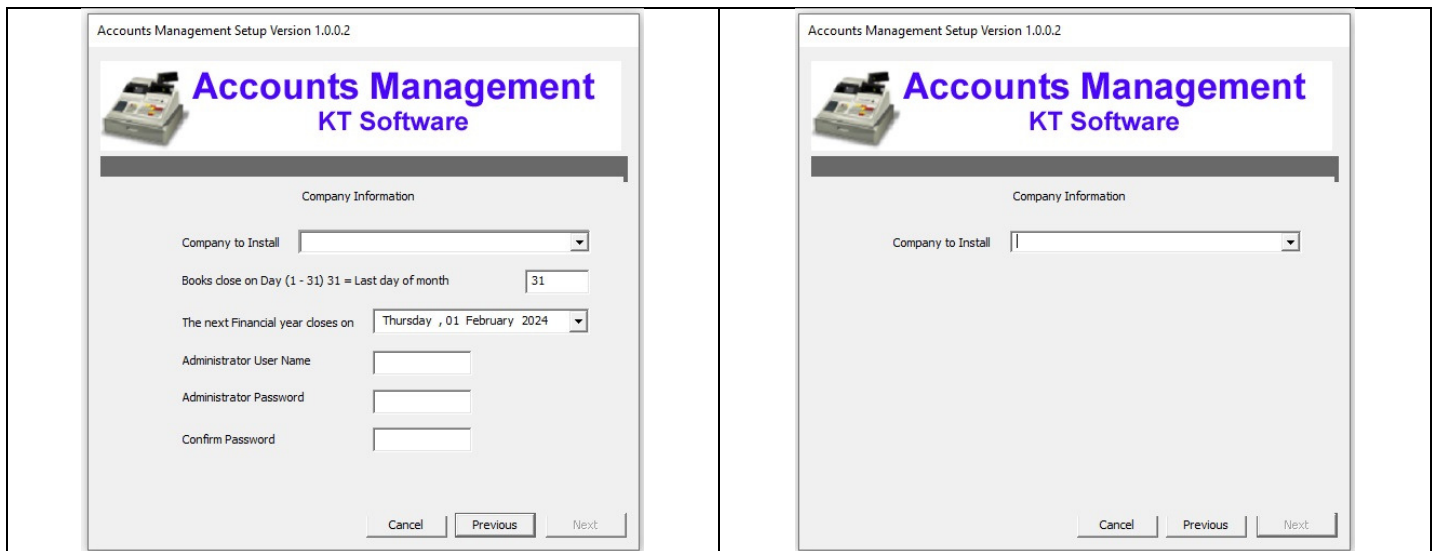
You can click Next to continue.

If 1 or 3 or 5 is selected the right hand screen is shown.

You will need to enter your server host name of you existing server, we only support MySQL at present.

Enter the Servers Admin username and password then press Test to test the credentials.

If it passes you will be able to press Next to continue.



As with the Server it depends what is selected which screen will display.

If 1 or 2 or 3 are selected the left hand screen is displayed.

Enter a name for your company and insert what day your books close.

Enter the current Financial year end.

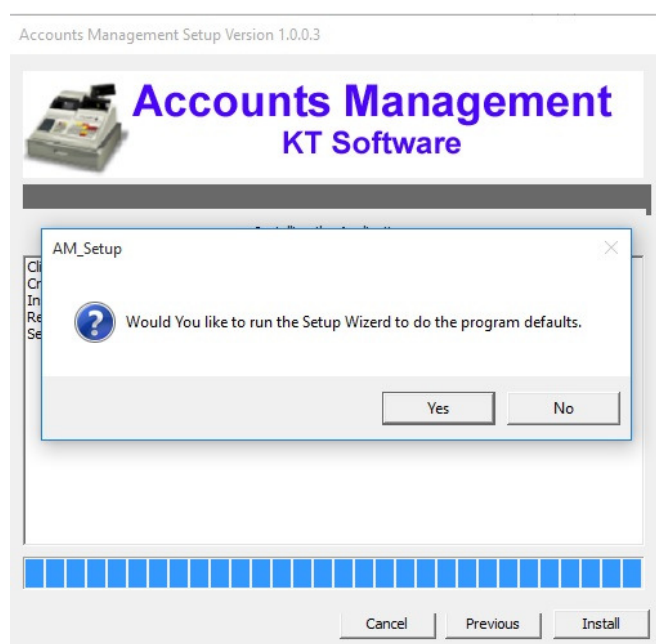
Enter the Administrator login name you want to use and the password.

Once you confirm this you can press Next.

All other configurations use the right hand side screen.

Here you must select an existing company then press Next.

After the program has been installed you are prompted to run the First Time Setup wizards.



Select Yes if you would like to enter the program defaults.

First Time Setup

## Accounts Management KT Software

### Company Information

Company Name:

Company Address:

Company Post Code:

Company Telephone No.:

Company Fax No.:

Company Bank Name:

Company Bank Branch Name:

Company Bank Branch Code:

Company Bank Account No.:

Company VAT No.:

Company Registration No.:

Company Accounts Person:

Company Contact Person:

Company Email Address:

Client List Format:

### Debtor Information

Default Accounting Type:

Current Invoice Number:

Current Credit Note Number:

Show Serial Number in Invoice:

Pad Department Code To Invoice No:

Selling Price includes Vat:

Allow editing of Selling Price:

Post Recurring Charges with Month-End:

Treat Invoices as Cash Sales (POS):

Treat Login Person as Sales Person:

Skip Invoice Printing:

Insert Serial No. when Invoicing:

Use Cash Tendered Dialog:

In the first screen you need to enter your company information and setup the Debtor defaults. When you have completed this press Next to move to the next screen.

First Time Setup

## Accounts Management KT Software

### Creditor Information

Automatic Creditor Account No.:

Automatic Order Numbers:

Current Order Number:

Automatic GRV Numbers:

Current Grv Number:

Current Grv Credit Note Number:

Show Selling Price in GRV:

Treat GRV as Cash Purchase (POS):

### Stock Information

Retail Calculation:

Always Use Serial No.:

Default Retail Price Markup %:

Default Wholesale Price Markup %:

Default Alt Price Markup %:

Automatic Stock Item Code:

Remove Stock when 0:

Fixed Description 1:

Fixed Description 2:

Fixed Description 3:

Here you setup the Creditor and Stock defaults. Press Next to continue.

First Time Setup

## Accounts Management KT Software

### GL Information

Books Close Each Month On Day (1-31) = Last Day of Month:

Financial Year Closes:

Current Accounting Month:  Year:

Prefix 1 Text:

Prefix 2 Text:

Prefix 3 Text:

Vat Rate 1:

Vat Rate 2:

Vat Rate 3:

Vat Rate 4:

Post Asset Depreciation at Year End

### Stationary Information

Stationary	Preference	Value
Purchase Order	1 Stationary Printer	
Goods Received Voucher	2 Select Printer	
Invoice	3 Type of Printer	
Pos Invoice	4 Automatic Line Feed	
Credit Note	5 Automatic Paper Cutter	
Pos Credit Note	6 Number of copies to Print	
Statement	7 Label Printer	
Pawn Goods Docket	8 Print Labels	
Pawn Goods Credit Note	9 Select Label Printer	
Pos Pawn Goods Docket	10 Number of labels to print	
Pos Pawn Goods Credit N...	11 Label Information	
Purchase	12 Include selling price on Labels	
Layby	13 Bar Code	
Cash Desk Receipt	14 Label Height in MM	
Cash Desk Payment	15 Stationary	
Stock	16 Stationary File Name	

Setup the General Ledger defaults and your Stationary you wish to use.

When doing the stationary you need to click Update for each item you select.

Press next to continue.

**Accounts Management KT Software**

**Pawn Information**

Pawn Markup	25.00	Use POS Screens	Yes
Service Charge	0.00	Short Client Address	Yes
Interest Fixed	Yes	Print new docket with extensions	No
Current Pawn Docket No.	1	Pawn Interest Calculated Daily	No
Current Pawn Credit Note No.	1	Pawn Retain Due Date	Yes
Manual dates	No	No of copies to print	1
Days Before Pawn Expires	7	Use Pawn Cash Desk	No
Pawn MFRC Number		Update Interest if changed	No
Use a Camera	None		
Show Client Photo	No		
Calculate the Redeem rate for the current year only.	No		
Pawn Goods Due Date inserted manually.	No		
Pawn Default Department			
Label Information	Show Barcode only on Label		
Automatic Docket Numbering	No without Item No's.		

**Pos Information**

Current Pos No.	1
Current Pos Credit Note No.	1
Cash Adjustment	Adjust Down
Round to nearest number	10 Cents
Cash Float	Per Pos Terminal

**Service Information**

Use POS Screens	No
Service Markup	10.00
Service Hour Rate	0.00
Service Default Department	
Current Service Docket No.	1
Service Item Prefix	SER
Automatic Docket Numbering	Yes
Manual dates	No

**Gold Information**

Gold Mark up	5.00	Pledge Retain Due Date	No
Gold 2nd Mark up	3.00	Calculate the Redeem rate for the current year only.	No
Use 2nd Mark up	Yes	Gold Due Date inserted manually.	No
Service Charge	69.00	Initiation Fee	15.00
% Service Charge when less than	590.00	Initiation %	10.00
Service Charge %	8.48	Initiation % Above	1000.00
Interest Fixed	Yes	Interest per Day	30.92
Gold Default Department	Gold	Manual Cash Book Entries	No
Current Gold Docket No.	1	Fixed Description 1	Description
Automatic Docket Numbering	No without Item 1	Fixed Description 2	9K Gold
Manual dates	No	Fixed Description 3	14K Gold
Days Before Pledge Expires	2 Month	User Description 1	18K Gold
Use Twain Camera	No	User Description 2	22K Gold
Show Client Photo	No	User Description 3	Diamonds
Use POS Screens		User Description 4	
Short Client Address	No	User Description 5	
Print new docket with extensions	No	User Description 6	
No of copies to print	1	National Credit Act Calculations	Yes
Pledge Interest Calculated Daily	Yes		

The next screen displayed depends on what program you have selected to install.

Enter the defaults for your program and press Update to exit the setup program.