

Introduction

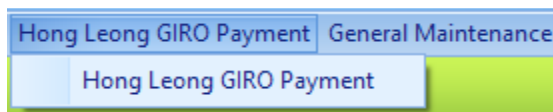
Autocount GIRO plugin enable you to upload your E-banking payment instruction in a batch base on your Payment Voucher instruction in Autocount accounting system. It eliminates the need for repeated data entry into your Internet banking system and eliminate manual processing of cheques. It definitely cut down the processing time of payment disbursement and reduce the data entry error cause by human mistake.

If you wish to know about this plugin, please do not hesitate to **contact our support line or speak to our consultant @ 603-6275 2718**. Thank you.

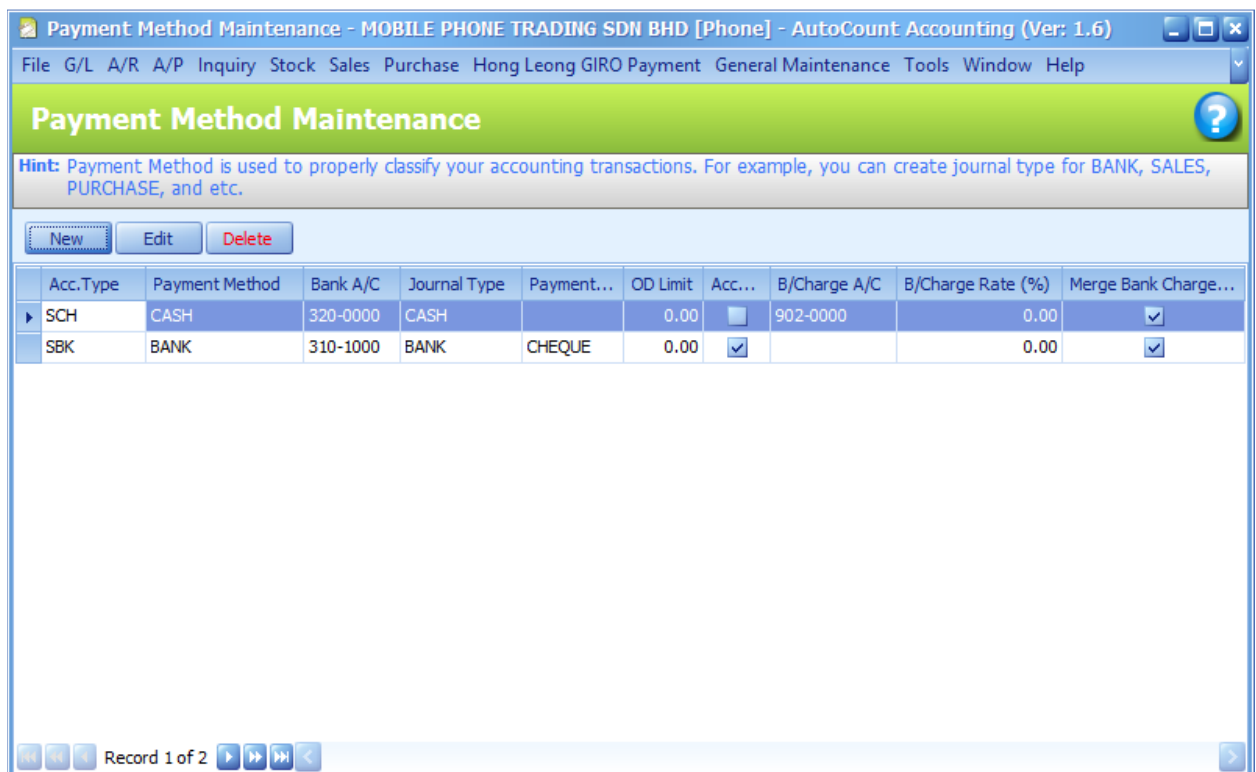
Hong Leong GIRO Payment Plug-in

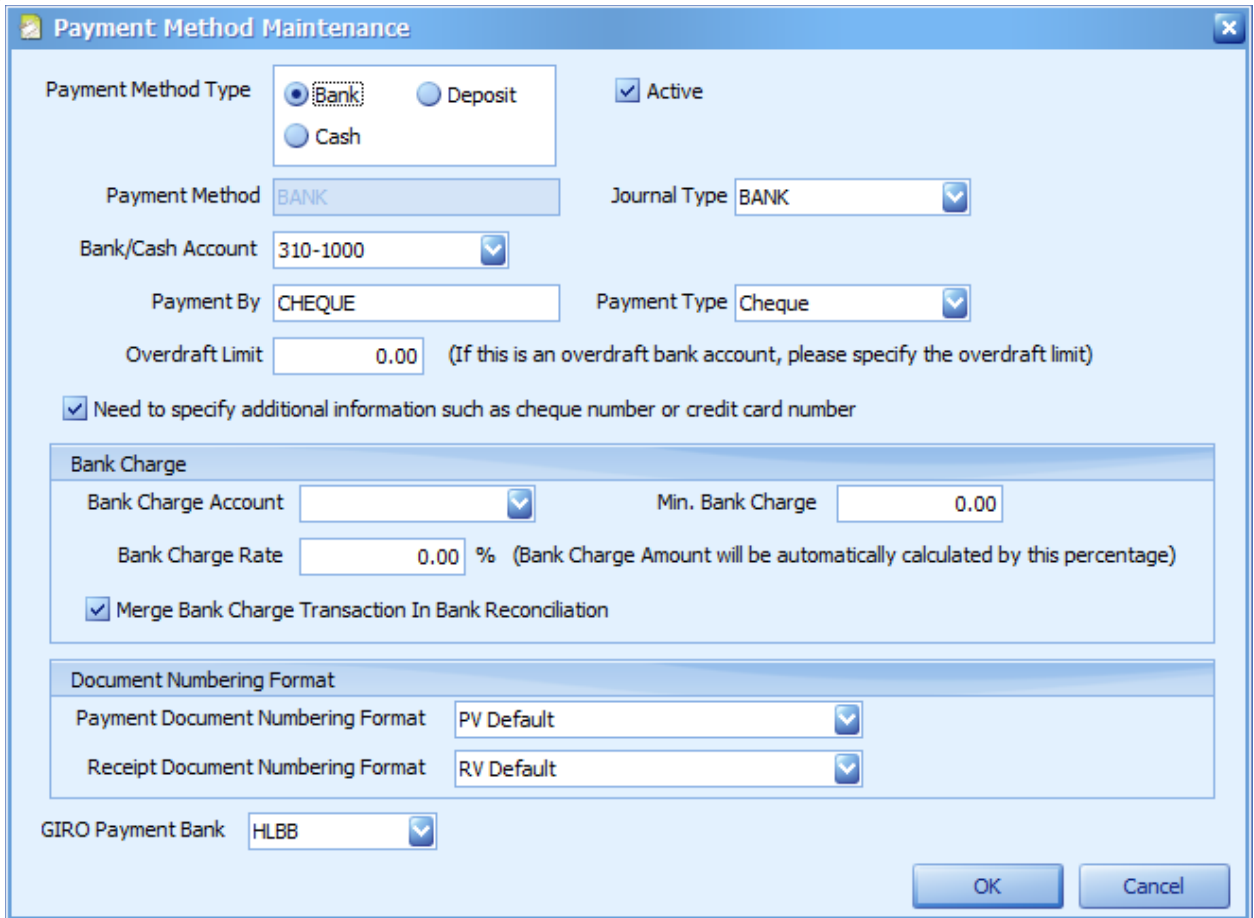
Step for using Hong Leong GIRO Payment Plug-in

1. Interface of Hong Leong GIRO Payment



2. Setting for Payment Method Maintenance





Payment Method Maintenance

Payment Method Type: Bank Deposit Cash Active

Payment Method: BANK Journal Type: BANK

Bank/Cash Account: 310-1000

Payment By: CHEQUE Payment Type: Cheque

Overdraft Limit: 0.00 (If this is an overdraft bank account, please specify the overdraft limit)

Need to specify additional information such as cheque number or credit card number

Bank Charge

Bank Charge Account: [dropdown] Min. Bank Charge: 0.00

Bank Charge Rate: 0.00 % (Bank Charge Amount will be automatically calculated by this percentage)

Merge Bank Charge Transaction In Bank Reconciliation

Document Numbering Format

Payment Document Numbering Format: PV Default

Receipt Document Numbering Format: RV Default

GIRO Payment Bank: HLBB

OK Cancel

Payment Method Maintenance is under General Maintenance. The user is required to create new or edit each payment method and choose GIRO Payment Bank for each of them.



3. Setting for Creditor Maintenance

Creditor

Hint: In this Creditor window, you can create, modify, or delete creditor.

You can:

[Create a new Creditor](#) [Find Creditor](#) [Print Creditor Listing](#)

or you can show a list of Creditor, then find your Creditor and apply the action on it.

Show this grid at startup

Drag a column header here to group by that column						
Code	Company Name	Creditor Type	Phone 1	Area	Agent	Active
400-C001	CELCOM SDN BHD		03-22119900			<input checked="" type="checkbox"/>
400-D001	DIGI SDN BHD		03-22000016			<input checked="" type="checkbox"/>
400-M001	MAXIS SDN BHD		03-23000012			<input checked="" type="checkbox"/>
400-B001	BEST PHONE MALAYSIA SDN ...					<input checked="" type="checkbox"/>
400-L001	LOCAL MARKETING SDN BHD					<input checked="" type="checkbox"/>
400-F001	FUTURE DREAM PHONE SDN ...					<input checked="" type="checkbox"/>

Record 1 of 6

Creditor Maintenance is under A/P. This step aims to complete Hong Leong GIRO setting for Creditor and the user is required to fill in all necessary information before using Hong Leong GIRO Payment.

View Creditor Account - [400-B001]

Edit Copy Creditor Window

Control Account : 400-0000 Creditor Type : Group Company

Company Name : BEST PHONE MALAYSIA SDN BHD Active

BEST PHONE MALAYSIA SDN BHD

Registration No. : Creditor Account : 400-B001

General Contact Branches Others Note Hong Leong GIRO Setting

Account No 7105612670

MEPS Routing Number 100002241

ID Verification

Check ID

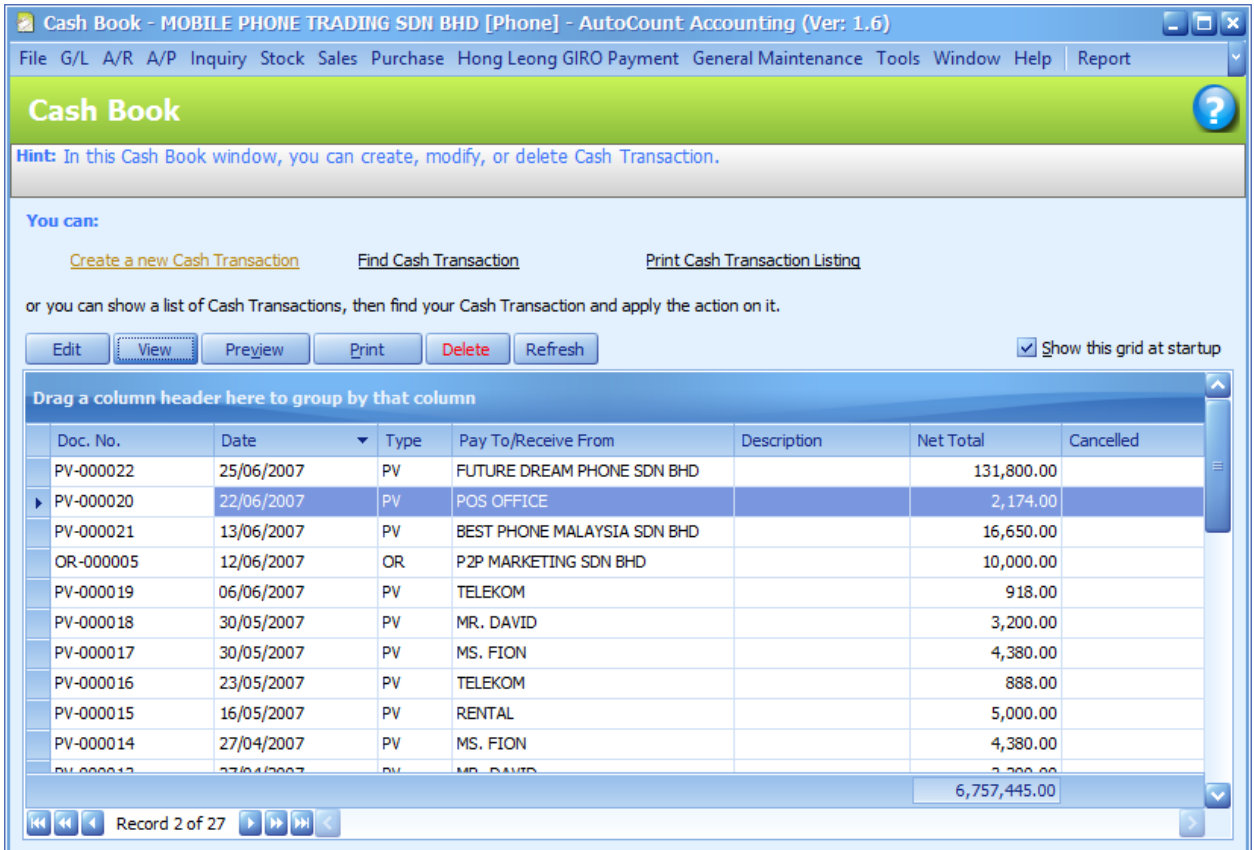
ID Type N

ID Number 901020531256

Account created on : 24/06/2007

- i. For the Check ID option, if users want to using, users are recommended apply for all transaction that need using Hong Leong GIRO Payment to generate file. Otherwise, uncheck this function for all transaction.
- ii. For ID Verification, if the user ticks the **【Check ID】**, ID Type and ID Number are required to fill in. All the GIRO transaction must be apply same ID type. Different ID type may cause the generated file not success to transfer. The Max Field length for ID number is 15, users are not allowed to key in more than it.

4. Setting for Cash Book Entry



Cash Book

Hint: In this Cash Book window, you can create, modify, or delete Cash Transaction.

You can:

[Create a new Cash Transaction](#) [Find Cash Transaction](#) [Print Cash Transaction Listing](#)

or you can show a list of Cash Transactions, then find your Cash Transaction and apply the action on it.

Show this grid at startup

Doc. No.	Date	Type	Pay To/Receive From	Description	Net Total	Cancelled
PV-000022	25/06/2007	PV	FUTURE DREAM PHONE SDN BHD		131,800.00	
PV-000020	22/06/2007	PV	POS OFFICE		2,174.00	
PV-000021	13/06/2007	PV	BEST PHONE MALAYSIA SDN BHD		16,650.00	
OR-000005	12/06/2007	OR	P2P MARKETING SDN BHD		10,000.00	
PV-000019	06/06/2007	PV	TELEKOM		918.00	
PV-000018	30/05/2007	PV	MR. DAVID		3,200.00	
PV-000017	30/05/2007	PV	MS. FION		4,380.00	
PV-000016	23/05/2007	PV	TELEKOM		888.00	
PV-000015	16/05/2007	PV	RENTAL		5,000.00	
PV-000014	27/04/2007	PV	MS. FION		4,380.00	
PV-000013	27/04/2007	PV	MR. DAVID		2,200.00	
					6,757,445.00	

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View Payment Voucher - [PV-000020]

Edit Copy Voucher View Window

Pay To: POS OFFICE
 Description:

Voucher No: PV-000020
 Date: 22/06/2007
 2nd Voucher No:

Payment Voucher

Payment Method	Cheque No.	Payment Amount	Bank Charge	Payment By	Is RCHQ.	RCHQ. Date
BANK	100003	2,174.00	0.00	CHEQUE	<input type="checkbox"/>	

Record 1 of 1

Bank Account Balance for BANK as at 24/04/2014 is RM 5,862,961.00
Total Payment: 2,174.00

Main External Link Note Hong Leong GIRO Setting

Account No: 7105429102
 MEPS Routing Number: 100002128

ID Verification

Check ID
 ID Type: N
 ID Number: 900213102312

Preview Print Edit Cancel Document Delete Close

Cash Book is under G/L. The purpose of this step is to do Hong Leong GIRO setting for Cash Book. The user can create new Cash Book Payment Voucher or edit current payment. The Hong Leong Bank Setting control in Cash Book Payment Voucher will be displayed if the user chooses the payment method which is required to maintain the Bank Setting in Payment Method Maintenance. For maintain Payment Voucher bank setting is same like maintain the Creditor bank setting.

5. Hong Leong GIRO Payment

Hong Leong Export GIRO Payment

Filter Options

Payment Date: 01/01/2007 to 23/04/2014

Document No: No filter

Payment Method: No filter

Currency: No filter

Cancelled Status: Show Uncancelled

Inquiry Export As Text Reset Payment Close

Result

Search Result Keep Search Result

Check All Uncheck All Uncheck All in Selection Clear all unchecked records from the grid

Drag a column header here to group by that column

...	Doc. No.	Date	Pay To/Receive From	Curr.	Currenc...	Payment...	local Pay...	Cancelled	Tax	Payment ...
<input checked="" type="checkbox"/>	PV-000001	17/01/2007	TELEKOM	MYR	1.000000	500.00	500.00	F	0.00	BANK
<input checked="" type="checkbox"/>	PV-000002	30/01/2007	TELEKOM	MYR	1.000000	390.00	390.00	F	0.00	BANK
<input checked="" type="checkbox"/>	PV-000003	13/02/2007	POS OFFICE	MYR	1.000000	1,684.00	1,684.00	F	0.00	BANK
<input checked="" type="checkbox"/>	PV-000004	27/02/2007	MR. DAVID	MYR	1.000000	2,500.00	2,500.00	F	0.00	BANK
<input checked="" type="checkbox"/>	PV-000005	28/02/2007	MS. FION	MYR	1.000000	3,880.00	3,880.00	F	0.00	BANK
<input type="checkbox"/>	PV-000006	21/03/2007	TELEKOM	MYR	1.000000	450.00	450.00	F	0.00	BANK
<input type="checkbox"/>	PV-000007	27/03/2007	POS OFFICE	MYR	1.000000	1,684.00	1,684.00	F	0.00	BANK

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- Open the Hong Leong GIRO Payment and press the **【Inquiry】** button to display the records based upon your filter options. And then select required records to Export as TXT file. The Selected record must be same payment method.

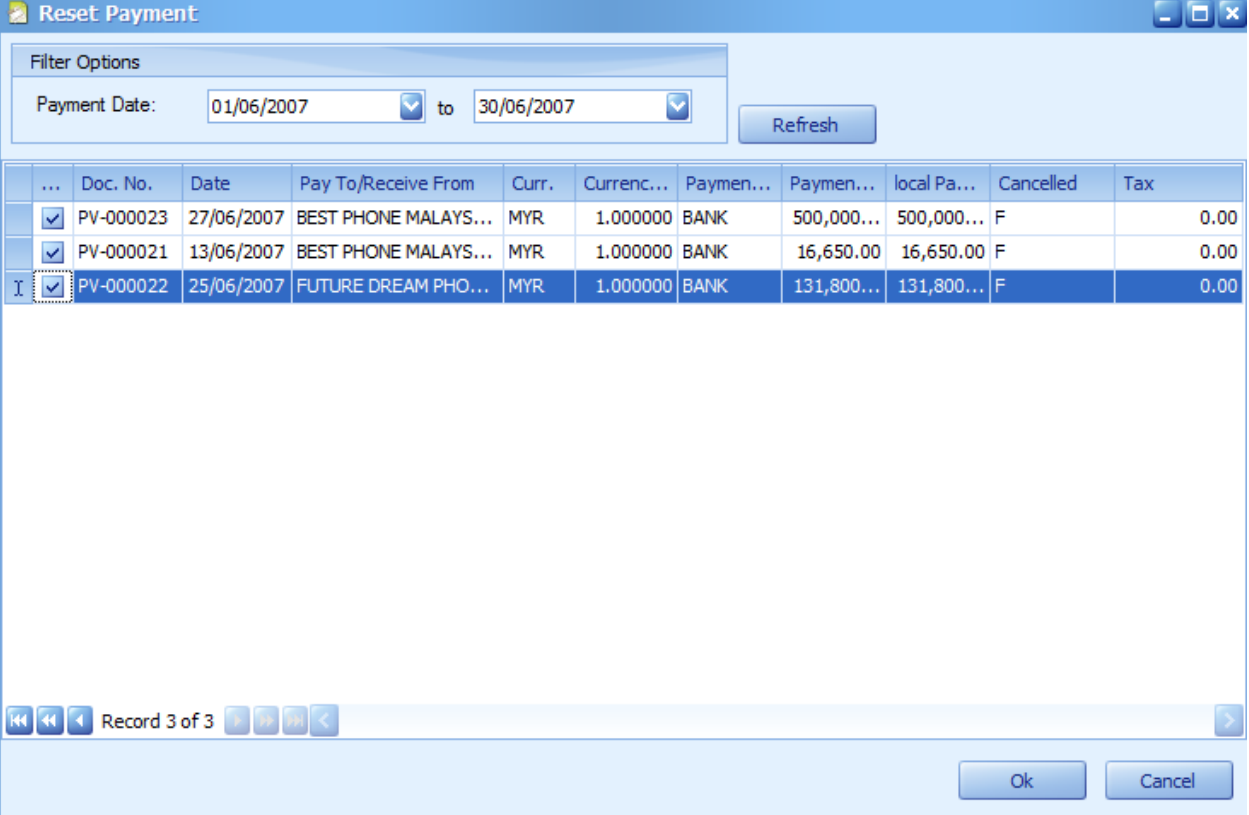
File name: HLBB20140424102223

Save as type: Text file (*.txt)

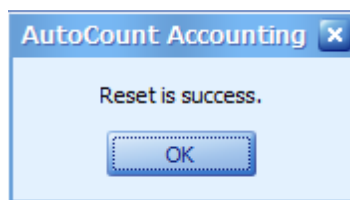
Hide Folders Save Cancel

Once the user presses **【Export as Text】** button, the above dialog box will be displayed and then the user can choose the particular destination to save the txt file.

6. Reset Payment

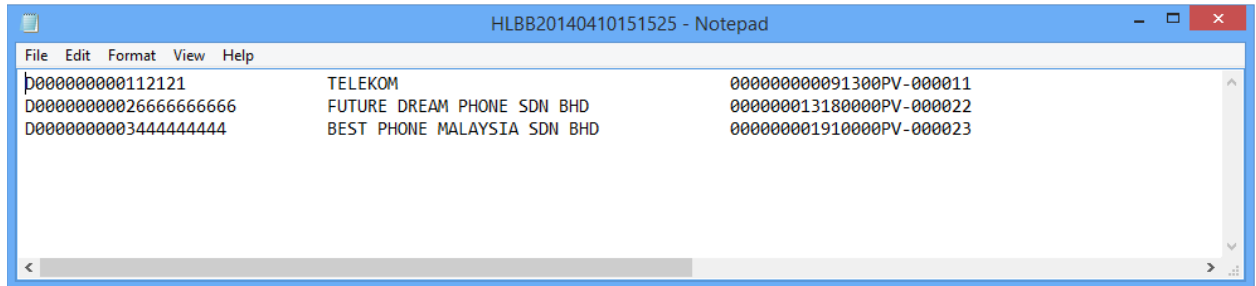


...	Doc. No.	Date	Pay To/Receive From	Curr.	Currenc...	Paymen...	Paymen...	local Pa...	Cancelled	Tax
<input checked="" type="checkbox"/>	PV-000023	27/06/2007	BEST PHONE MALAYS...	MYR	1.000000	BANK	500,000...	500,000...	F	0.00
<input checked="" type="checkbox"/>	PV-000021	13/06/2007	BEST PHONE MALAYS...	MYR	1.000000	BANK	16,650.00	16,650.00	F	0.00
<input checked="" type="checkbox"/>	PV-000022	25/06/2007	FUTURE DREAM PHO...	MYR	1.000000	BANK	131,800...	131,800...	F	0.00

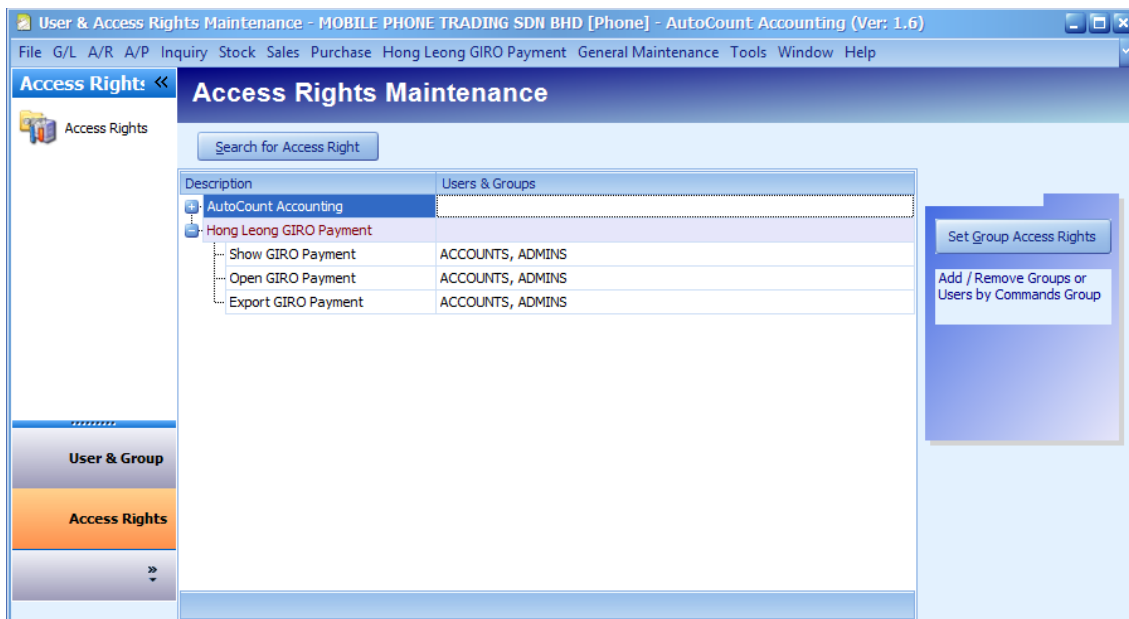


The Reset Payment interface is showed as above when pressing the **【Reset Payment】** Button. The user can view all exported records by clicking Refresh button and then select the corresponding records to reset. Once the reset payment is successfully done, another prompt will show the successful message to inform the user.

7. Output of the TXT File



8. Access Rights



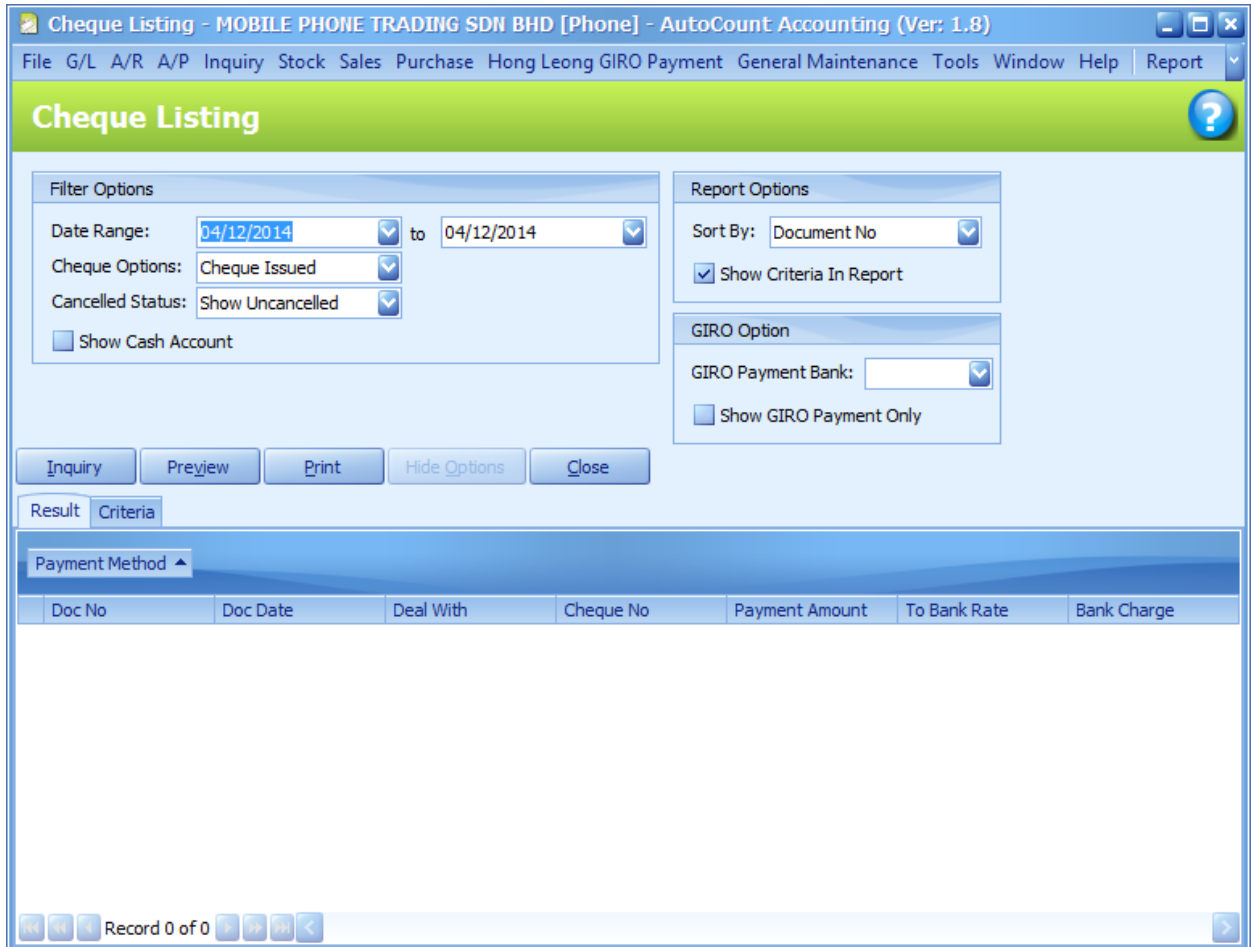
The user only can be allowed to use the GIRO payment function when having the valid access rights.

【Show GIRO payment】 refers to the user who can show the GIRO payment;

【Open GIRO payment】 refers to the user who user can open it;

【Export GIRO payment】 refers to the user who can export the file.

9. Cheque Listing Report



Cheque Listing

Filter Options

Date Range: 04/12/2014 to 04/12/2014

Cheque Options: Cheque Issued

Cancelled Status: Show Uncancelled

Show Cash Account

Report Options

Sort By: Document No

Show Criteria In Report

GIRO Option

GIRO Payment Bank:

Show GIRO Payment Only

Inquiry Preview Print Hide Options Close

Result Criteria

Payment Method

Doc No	Doc Date	Deal With	Cheque No	Payment Amount	To Bank Rate	Bank Charge

Record 0 of 0

User can use the Cheque Listing Report to view the transaction generated by GIRO Payment. They are required to select the Hong Leong in GIRO Option and tick the Show GIRO Payment Only to view the GIRO Payment Transaction.