

Introduction

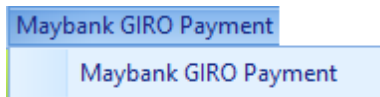
Autocount GIRO plugin enable you to upload your E-banking payment instruction in a batch base on your Payment Voucher instruction in Autocount accounting system. It eliminates the need for repeated data entry into your Internet banking system and eliminate manual processing of cheques. It definitely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

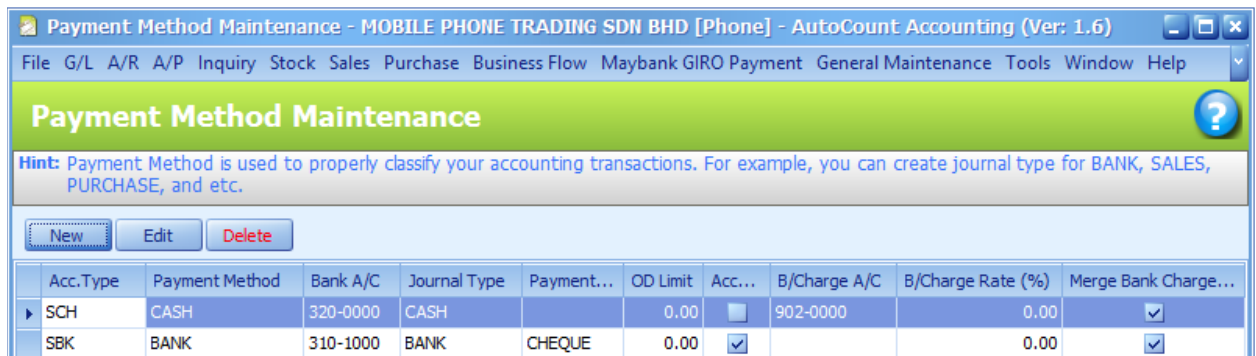
Maybank GIRO Payment Plug-in

Steps for using Maybank GIRO Payment Plug-in

1. Interface of Maybank GIRO Payment



2. Setting for Payment Method Maintenance



The screenshot shows the 'Payment Method Maintenance' window. It includes a menu bar with options like File, G/L, A/R, A/P, Inquiry, Stock, Sales, Purchase, Business Flow, Maybank GIRO Payment, General Maintenance, Tools, Window, and Help. Below the menu is a green header with the title 'Payment Method Maintenance' and a help icon. A hint message states: 'Hint: Payment Method is used to properly classify your accounting transactions. For example, you can create journal type for BANK, SALES, PURCHASE, and etc.' Below the hint are buttons for 'New', 'Edit', and 'Delete'. The main area contains a table with the following data:

Acc.Type	Payment Method	Bank A/C	Journal Type	Payment...	OD Limit	Acc...	B/Charge A/C	B/Charge Rate (%)	Merge Bank Charge...
SCH	CASH	320-0000	CASH		0.00	<input type="checkbox"/>	902-0000	0.00	<input checked="" type="checkbox"/>
SBK	BANK	310-1000	BANK	CHEQUE	0.00	<input checked="" type="checkbox"/>		0.00	<input checked="" type="checkbox"/>

Payment Method Maintenance

Payment Method Type: Bank Deposit Cash Active

Payment Method: CASH Journal Type: CASH

Bank/Cash Account: 320-0000 Payment By: Payment Type: Cash

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: 902-0000 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: MBB

Maybank GIRO Setting

Company ID: C01

Company Name: ABB Sdn Bhd

Originator ID: OID01

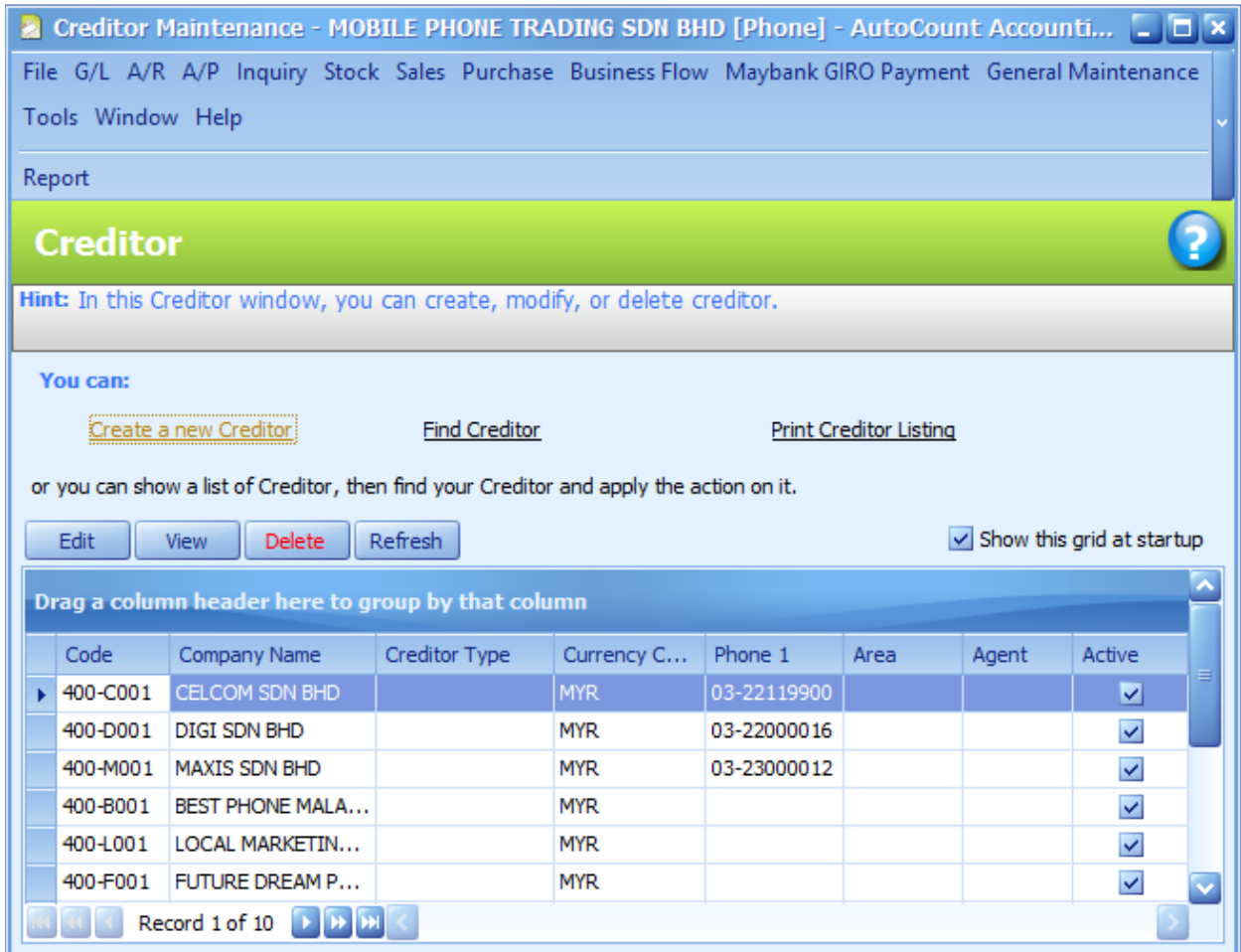
Originator Short Name: Ali

Originator Acc. No.: 5432012938

OK Cancel

Payment Method Maintenance is under General Maintenance. The user is required to edit each payment method and choose GIRO Payment Bank for each of them. The screen capture of Maybank Setting is shown inside Payment Method Maintenance, the user is required to fill in all the Maybank information before utilizing Maybank GIRO Payment to generate GIRO Payment file.

3. Setting in 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](#)

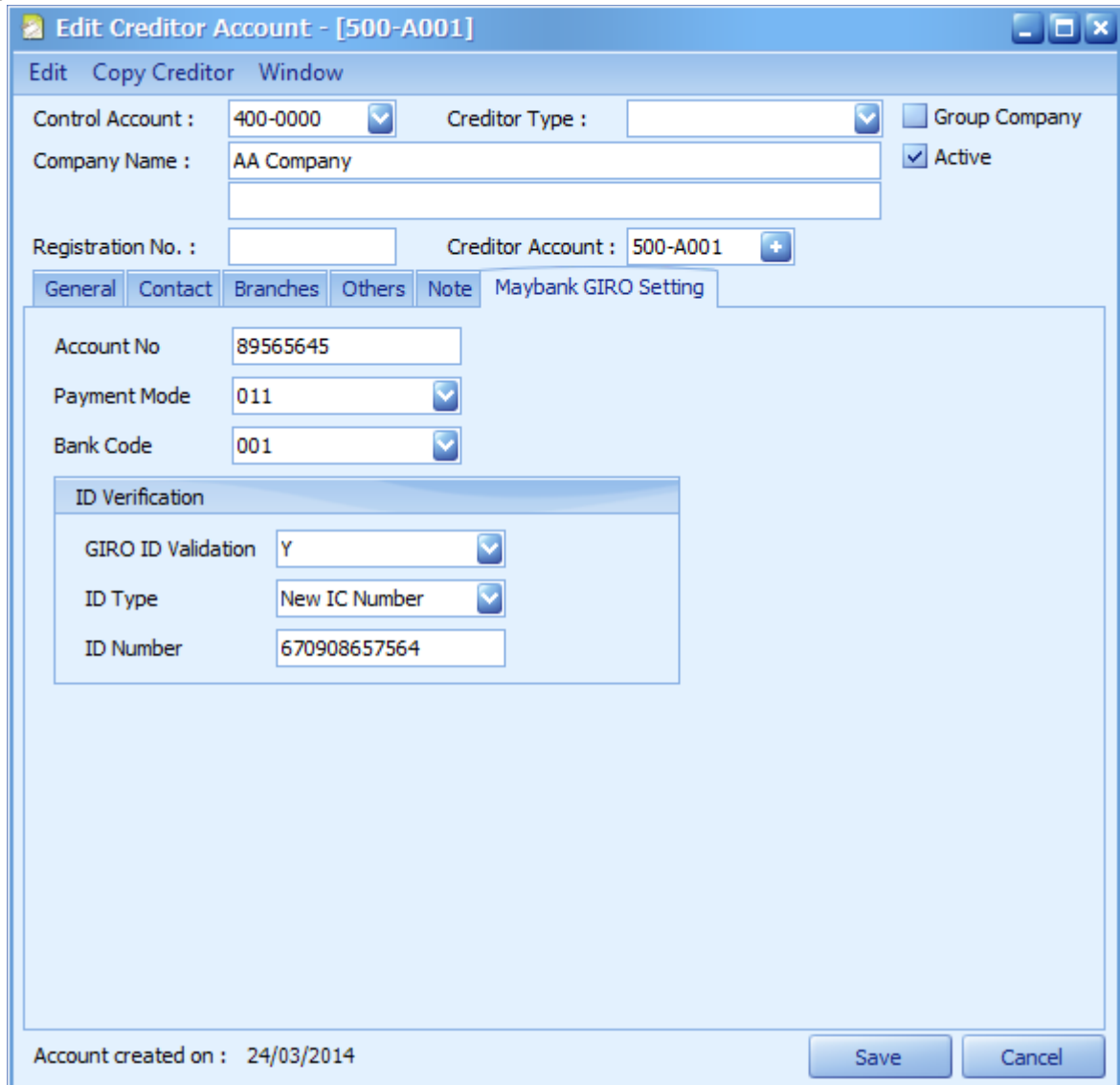
or you can show a list of Creditor, then find your Creditor and apply the action on it.

 Show this grid at startup

Code	Company Name	Creditor Type	Currency C...	Phone 1	Area	Agent	Active
400-C001	CELCOM SDN BHD		MYR	03-22119900			<input checked="" type="checkbox"/>
400-D001	DIGI SDN BHD		MYR	03-22000016			<input checked="" type="checkbox"/>
400-M001	MAXIS SDN BHD		MYR	03-23000012			<input checked="" type="checkbox"/>
400-B001	BEST PHONE MALA...		MYR				<input checked="" type="checkbox"/>
400-L001	LOCAL MARKETIN...		MYR				<input checked="" type="checkbox"/>
400-F001	FUTURE DREAM P...		MYR				<input checked="" type="checkbox"/>

Record 1 of 10

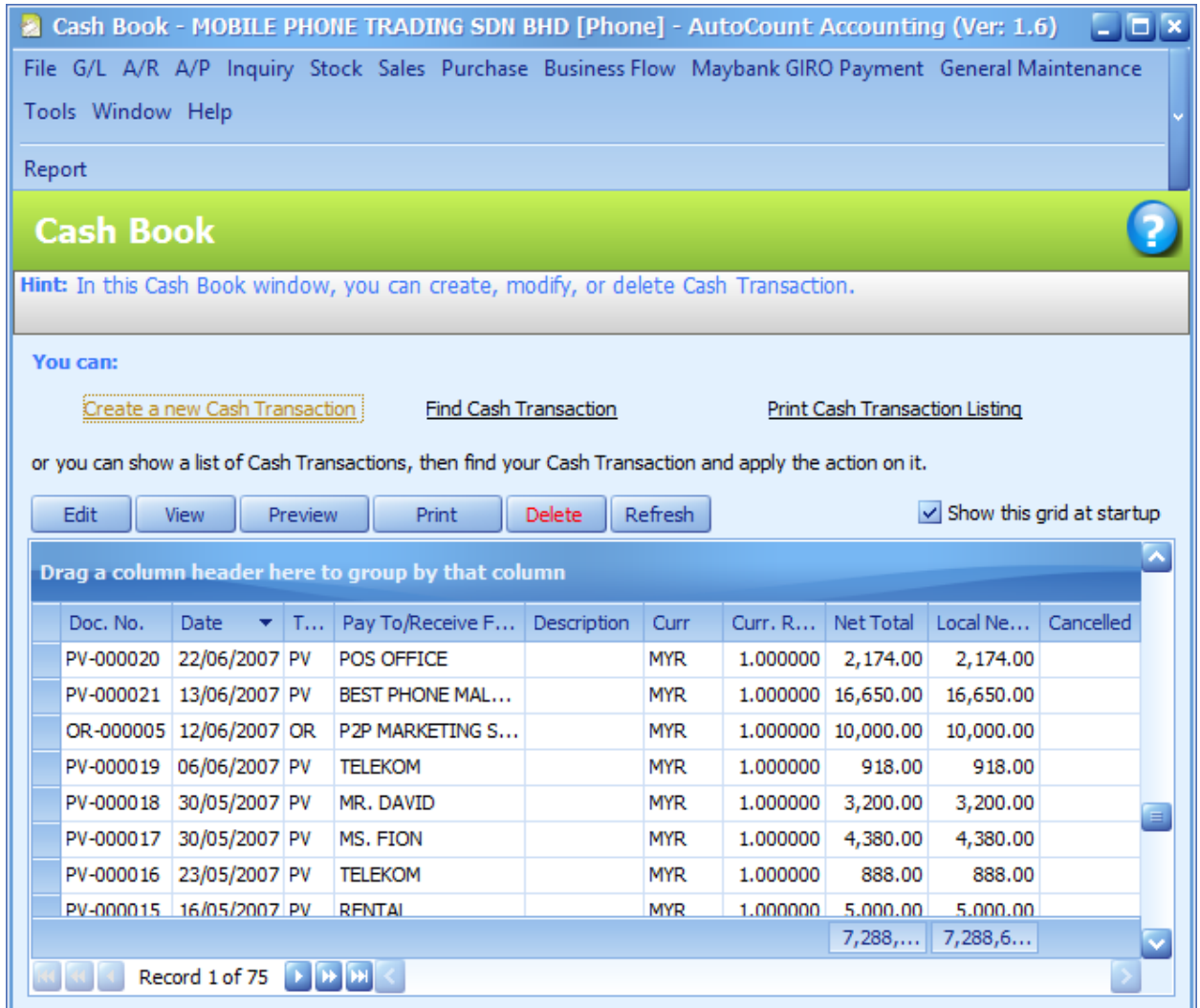
Creditor Maintenance is under A/P. This step aims to complete Maybank GIRO setting for Creditor and the user is required to fill in all the necessary information before using the Maybank GIRO Payment.



Account created on : 24/03/2014

In the Maybank GIRO Setting, users are required to fill in the account number, payment mode and bank code. For the bank code, information is listed on the right when selecting. For ID verification, users have to option to fill in the ID Type and ID Number. For payment mode 011, only bank code 001 can be selected. On the other hand, payment mode 012 can be selected with other bank code except 001.

4. Setting in Payment Voucher



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	T...	Pay To/Receive F...	Description	Curr	Curr. R...	Net Total	Local Ne...	Cancelled
PV-000020	22/06/2007	PV	POS OFFICE		MYR	1.000000	2,174.00	2,174.00	
PV-000021	13/06/2007	PV	BEST PHONE MAL...		MYR	1.000000	16,650.00	16,650.00	
OR-000005	12/06/2007	OR	P2P MARKETING S...		MYR	1.000000	10,000.00	10,000.00	
PV-000019	06/06/2007	PV	TELEKOM		MYR	1.000000	918.00	918.00	
PV-000018	30/05/2007	PV	MR. DAVID		MYR	1.000000	3,200.00	3,200.00	
PV-000017	30/05/2007	PV	MS. FION		MYR	1.000000	4,380.00	4,380.00	
PV-000016	23/05/2007	PV	TELEKOM		MYR	1.000000	888.00	888.00	
PV-000015	16/05/2007	PV	RENTAL		MYR	1.000000	5,000.00	5,000.00	
							7,288,...	7,288,6...	

Record 1 of 75

New Payment Voucher - [Next Possible No: PV-000073]

Edit Copy Voucher View Window

Pay To: Voucher No: <<New>>

Description: Date: 24/04/2014

Currency Code: MYR Currency Rate: 1.000000 2nd Voucher No:

Payment Voucher

Payment Method	Cheque No.	Payment Amount	Bank Charge	To Bank Rate	Payment By	Is RCHQ.	RCHQ. Date
CASH		0.00	0.00	1.000000		<input type="checkbox"/>	

Record 1 of 1

Bank Account Balance for CASH as at 24/04/2014 is RM 425,350.70 **Total Payment:** 0.00

Main External Link Note **Maybank GIRO Setting**

Account No: 2345102948

Payment Mode: 011

Bank Code: 001

ID Verification

GIRO ID Validation: N

ID Type: New IC Number

ID Number: 841010150923

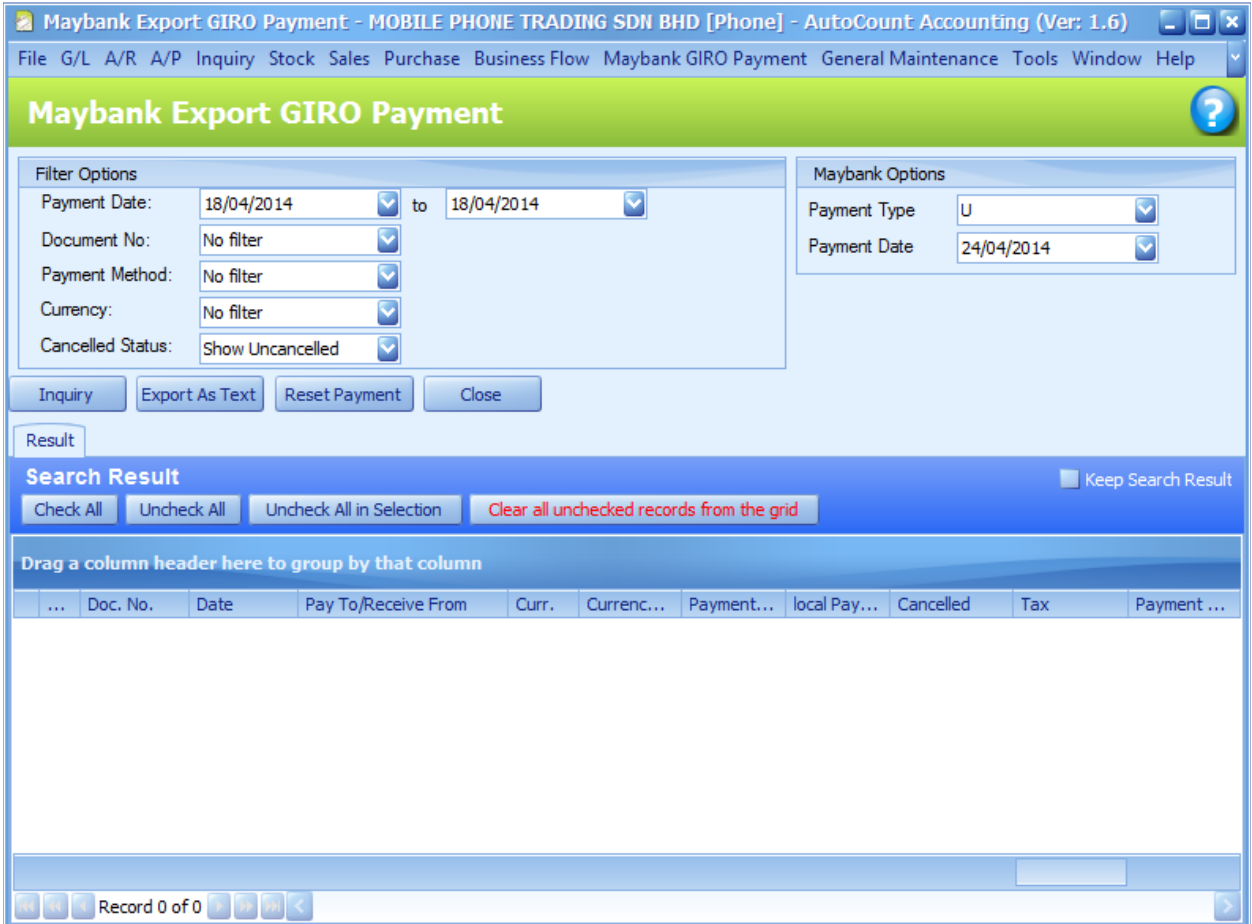
After save, proceed with new Payment Voucher

Save Save & Preview Save & Print Cancel

Users are required to choose the Payment Method for Maybank first in order for the Maybank GIRO Setting tab to appear.

In the Maybank GIRO Setting, users are required to fill in the account number, payment mode and bank code. For the bank code, information is listed on the right when selecting. For ID verification, users have to option to fill in the ID Type and ID Number. For payment mode 011, only bank code 001 can be selected. On the other hand, payment mode 012 can be selected with other bank code except 001.

5. Maybank GIRO Payment



Maybank Export GIRO Payment - MOBILE PHONE TRADING SDN BHD [Phone] - AutoCount Accounting (Ver: 1.6)

File G/L A/R A/P Inquiry Stock Sales Purchase Business Flow Maybank GIRO Payment General Maintenance Tools Window Help

Maybank Export GIRO Payment

Filter Options

Payment Date: 18/04/2014 to 18/04/2014

Document No: No filter

Payment Method: No filter

Currency: No filter

Cancelled Status: Show Uncancelled

Maybank Options

Payment Type: U

Payment Date: 24/04/2014

Inquiry Export As Text Reset Payment Close

Result

Search Result Keep Search Result

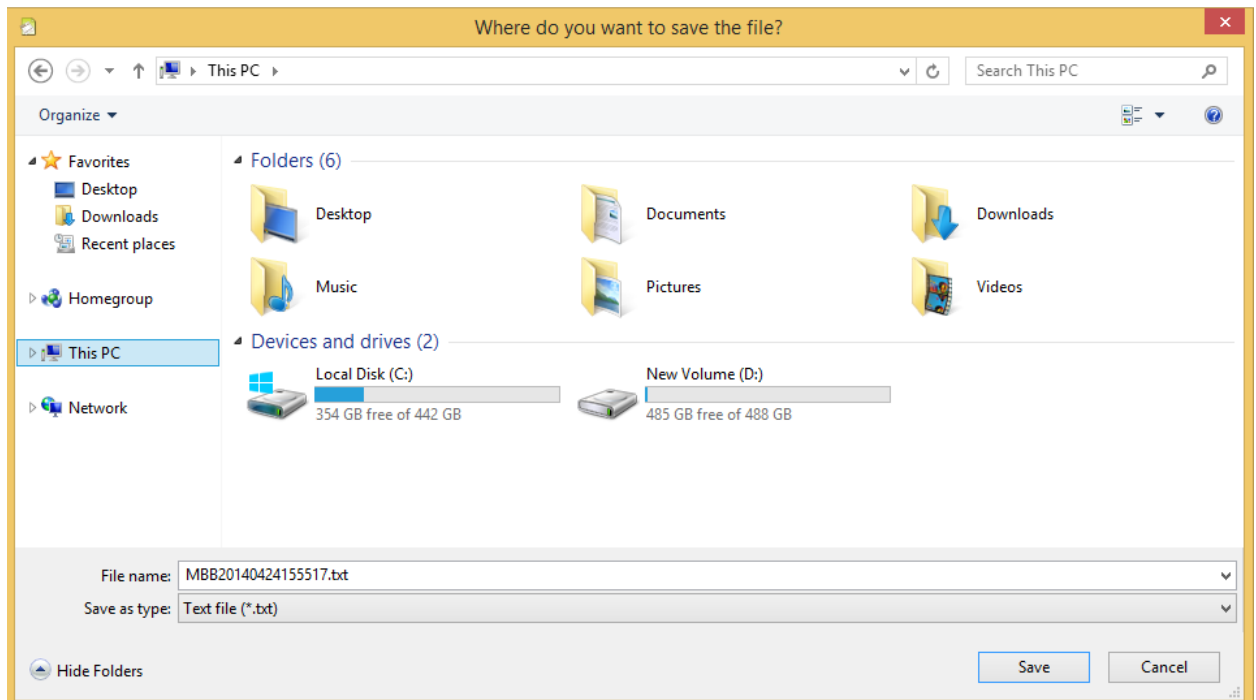
Check All Uncheck All Uncheck All in Selection **Clear all unchecked records from the grid**

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 ...

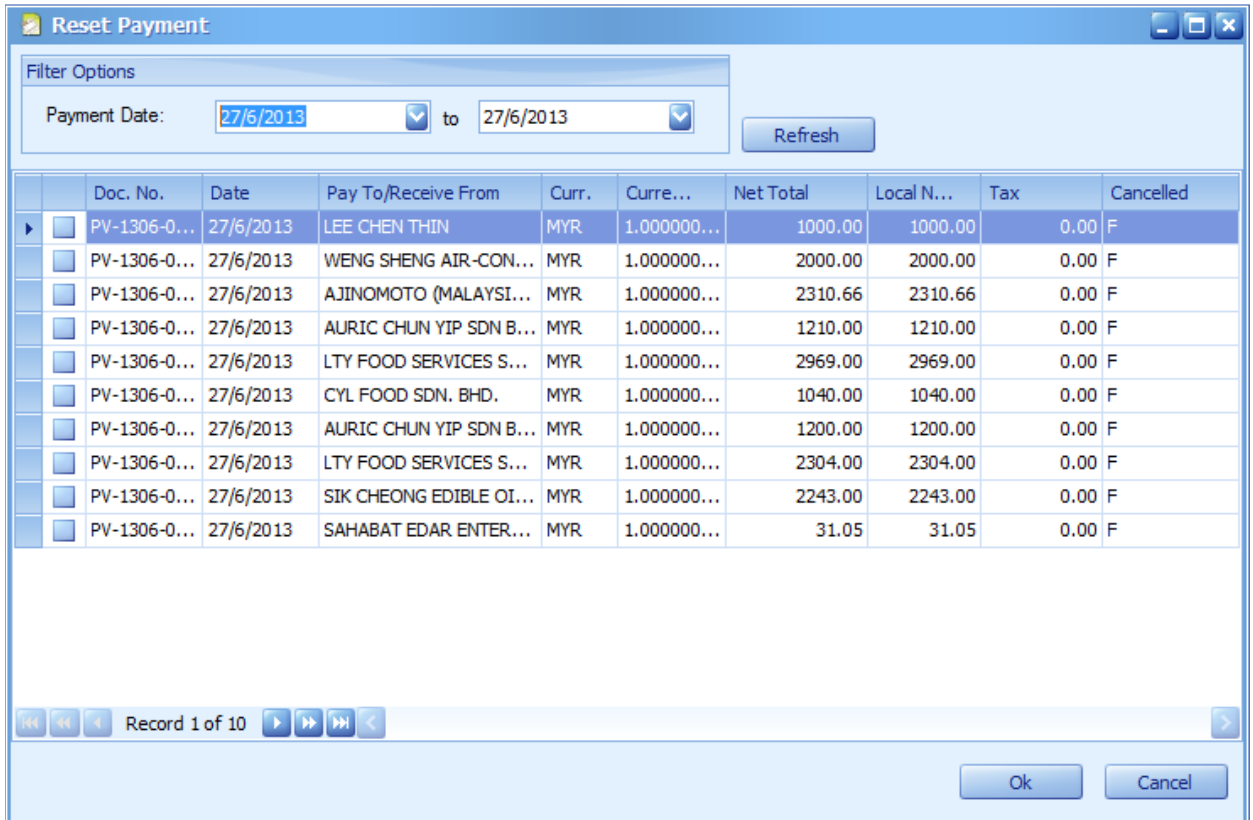
Record 0 of 0

- Select the payment date as the transfer date for the records.
- Press inquiry to obtain the results based on the filter options above.
- Choose the records that are needed to be export.



- After the records are selected, press export as text.
- Choose the location for files to be saved.

6. Reset Generated Payment



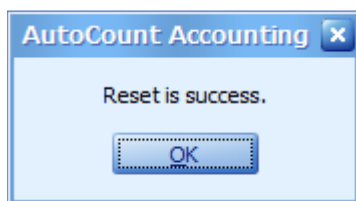
Reset Payment

Filter Options

Payment Date: 27/6/2013 to 27/6/2013 Refresh

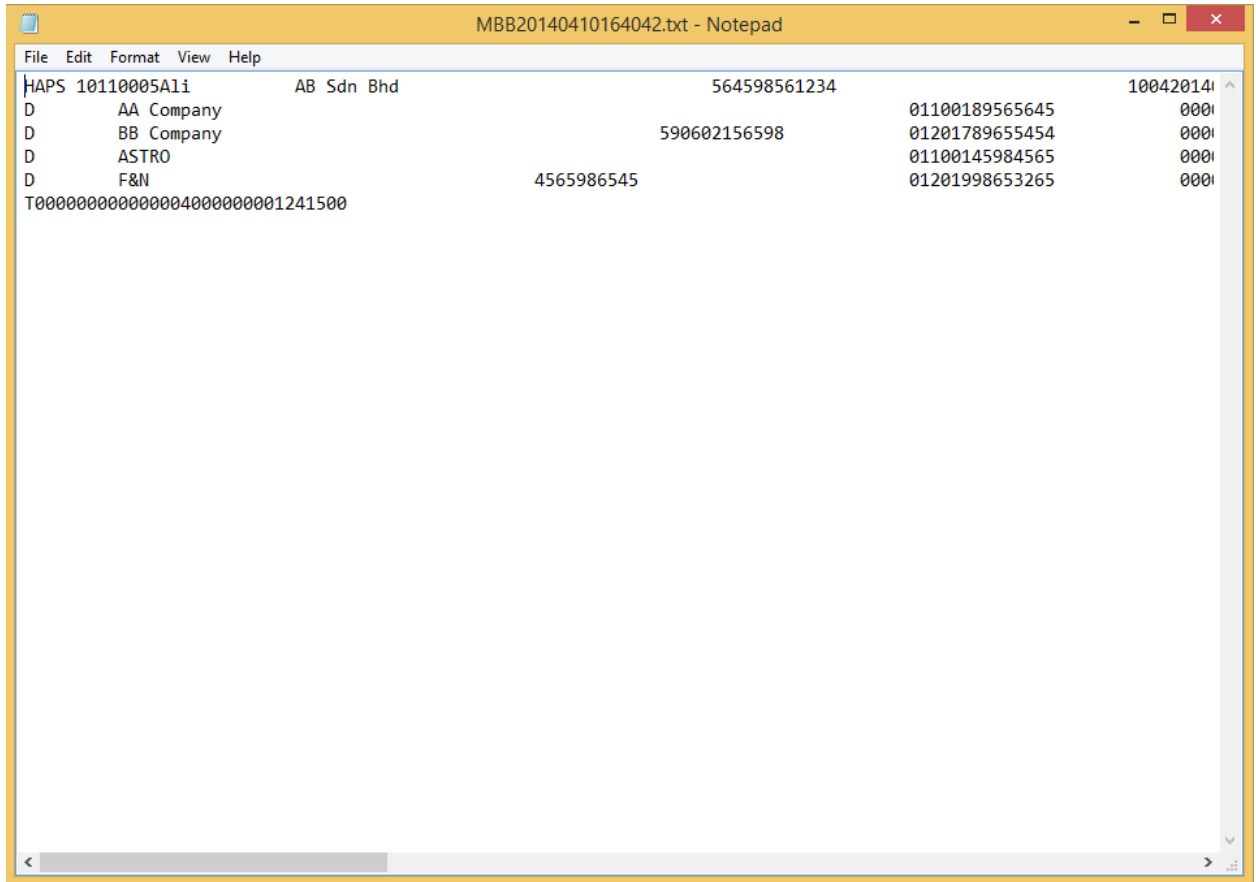
	Doc. No.	Date	Pay To/Receive From	Curr.	Curre...	Net Total	Local N...	Tax	Cancelled
<input type="checkbox"/>	PV-1306-0...	27/6/2013	LEE CHEN THIN	MYR	1.000000...	1000.00	1000.00	0.00	F
<input type="checkbox"/>	PV-1306-0...	27/6/2013	WENG SHENG AIR-CON...	MYR	1.000000...	2000.00	2000.00	0.00	F
<input type="checkbox"/>	PV-1306-0...	27/6/2013	AJINOMOTO (MALAYSI...	MYR	1.000000...	2310.66	2310.66	0.00	F
<input type="checkbox"/>	PV-1306-0...	27/6/2013	AURIC CHUN YIP SDN B...	MYR	1.000000...	1210.00	1210.00	0.00	F
<input type="checkbox"/>	PV-1306-0...	27/6/2013	LTY FOOD SERVICES S...	MYR	1.000000...	2969.00	2969.00	0.00	F
<input type="checkbox"/>	PV-1306-0...	27/6/2013	CYL FOOD SDN. BHD.	MYR	1.000000...	1040.00	1040.00	0.00	F
<input type="checkbox"/>	PV-1306-0...	27/6/2013	AURIC CHUN YIP SDN B...	MYR	1.000000...	1200.00	1200.00	0.00	F
<input type="checkbox"/>	PV-1306-0...	27/6/2013	LTY FOOD SERVICES S...	MYR	1.000000...	2304.00	2304.00	0.00	F
<input type="checkbox"/>	PV-1306-0...	27/6/2013	SIK CHEONG EDIBLE OI...	MYR	1.000000...	2243.00	2243.00	0.00	F
<input type="checkbox"/>	PV-1306-0...	27/6/2013	SAHABAT EDAR ENTER...	MYR	1.000000...	31.05	31.05	0.00	F

Record 1 of 10 Ok Cancel



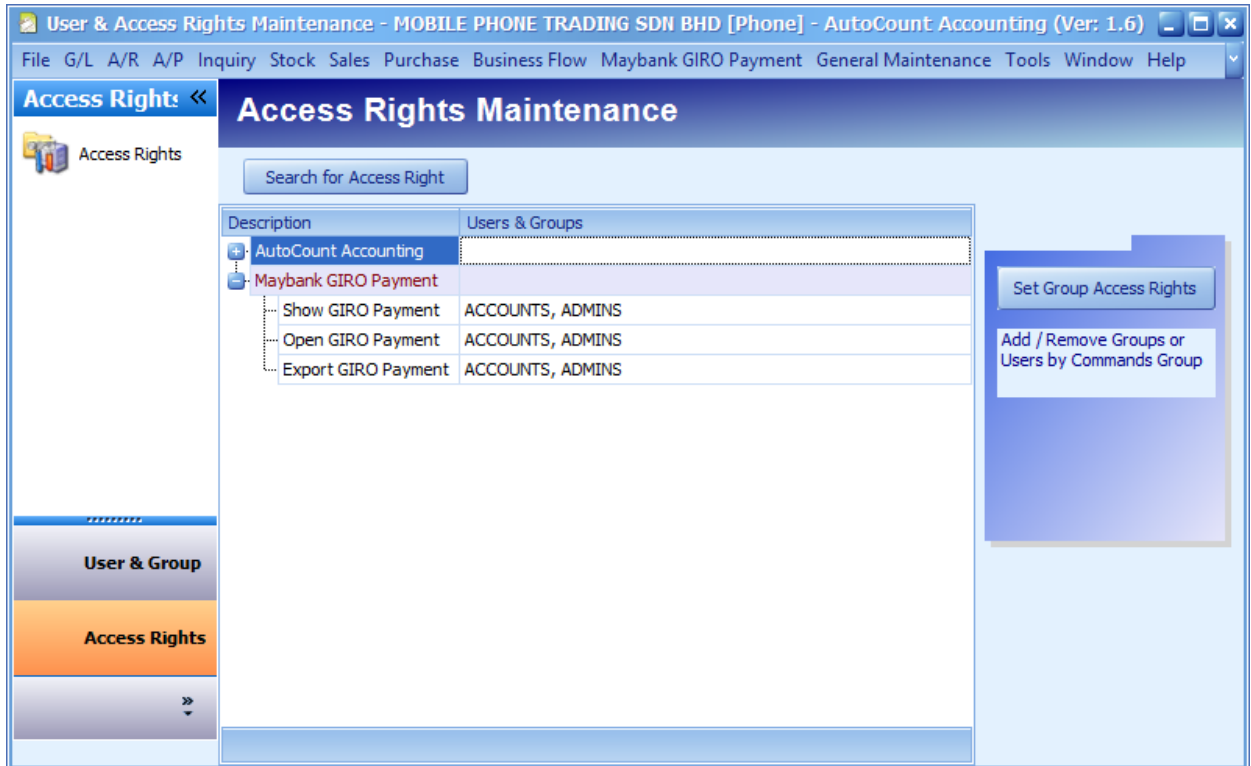
After pressed reset payment, a form with all the payment generated by today will be displayed. Users can filter the payment based on the payment date. Remember to press refresh after selected the payment date. After users have selected the records and pressed ok, a message will prompt to indicate the selected records are successfully reset.

7. Output of the text file



```
File Edit Format View Help
HAPS 10110005A1i      AB Sdn Bhd      564598561234      10042014
D      AA Company      01100189565645      000
D      BB Company      590602156598      01201789655454      000
D      ASTRO      01100145984565      000
D      F&N      4565986545      01201998653265      000
T00000000000004000000001241500
```

8. Access Right



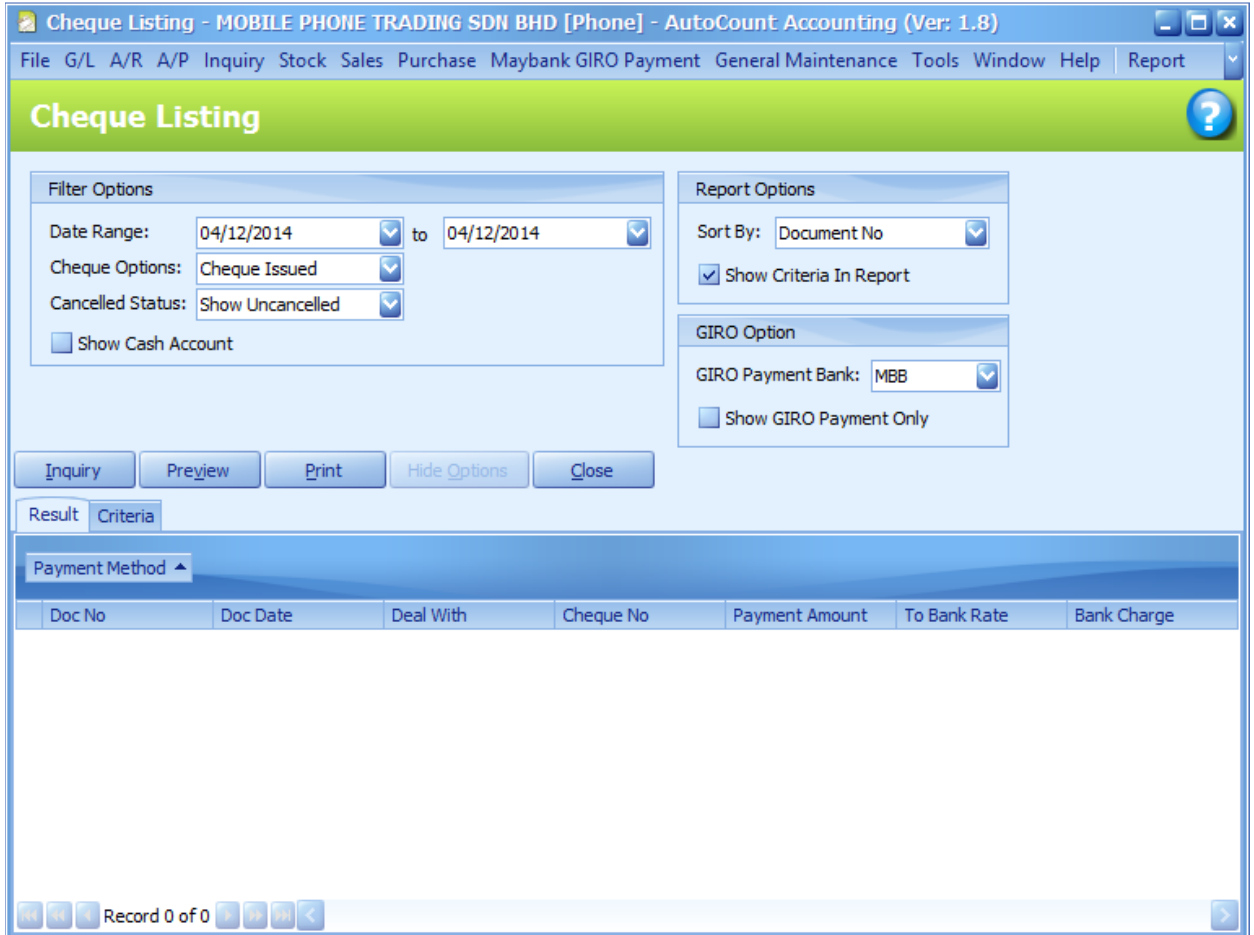
The user only can be allowed to use the GIRO payment function when having the valid access rights.

【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: MBB

Show GIRO Payment Only

Inquiry Preview Print Hide Options Close

Result Criteria

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 Maybank in GIRO Option and tick the Show GIRO Payment Only to view the GIRO Payment Transaction.