

Introduction

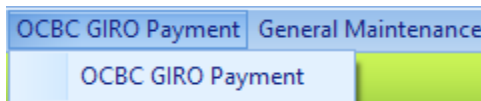
Autocount GIRO plugin enable you to upload your E-banking payment instruction in a batch base on your Payment Voucher instruction in Autocount accounting system. It eliminates the need for repeated data entry into your Internet banking system and eliminate manual processing of cheques. It definitely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

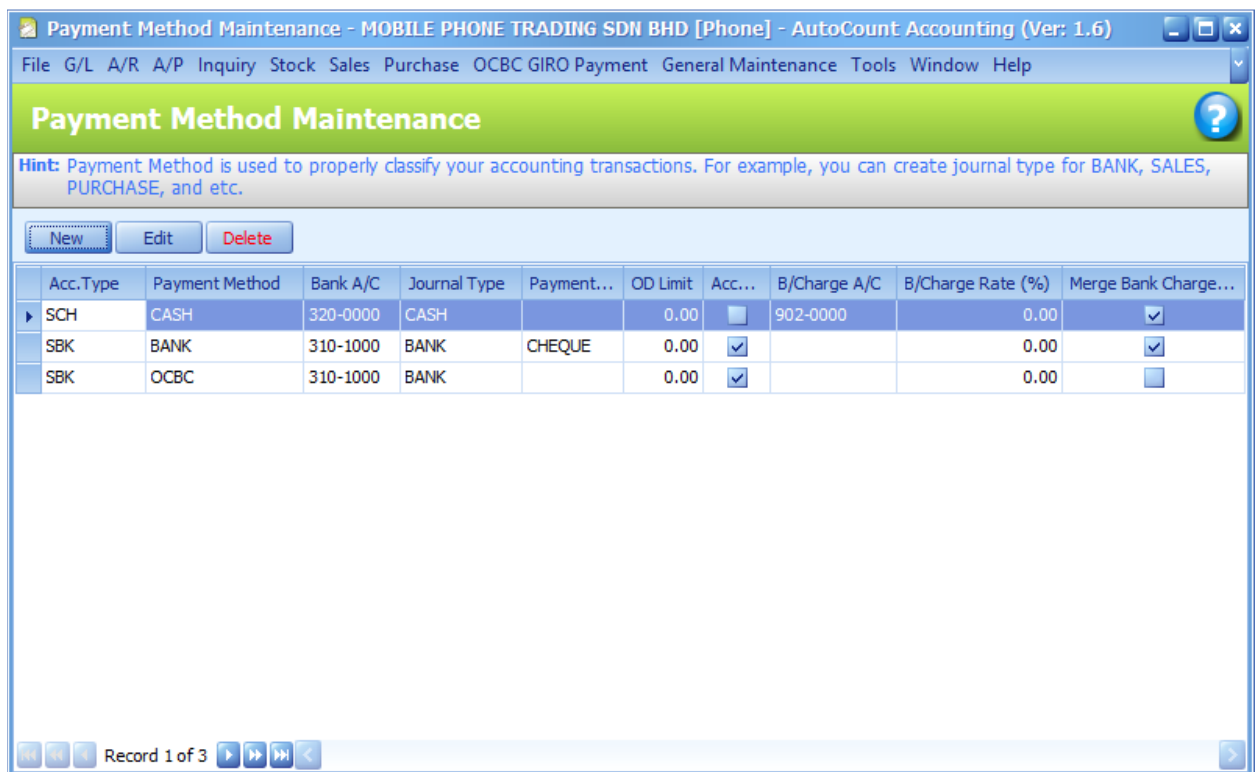
OCBC GIRO Payment Plug-in

Step for using OCBC GIRO Payment Plug-in

1. Interface of OCBC GIRO Payment



2. Setting for Payment Method Maintenance



Payment Method Maintenance

Payment Method Type: Bank Deposit Cash Active

Payment Method: OCBC Journal Type: BANK

Bank/Cash Account: 310-1000

Payment By: Payment Type:

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: 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: OCBC

OCBC GIRO Setting

Company Name: ABCD

Company Acc. No.: 1345672345

Company CIF: ABCD

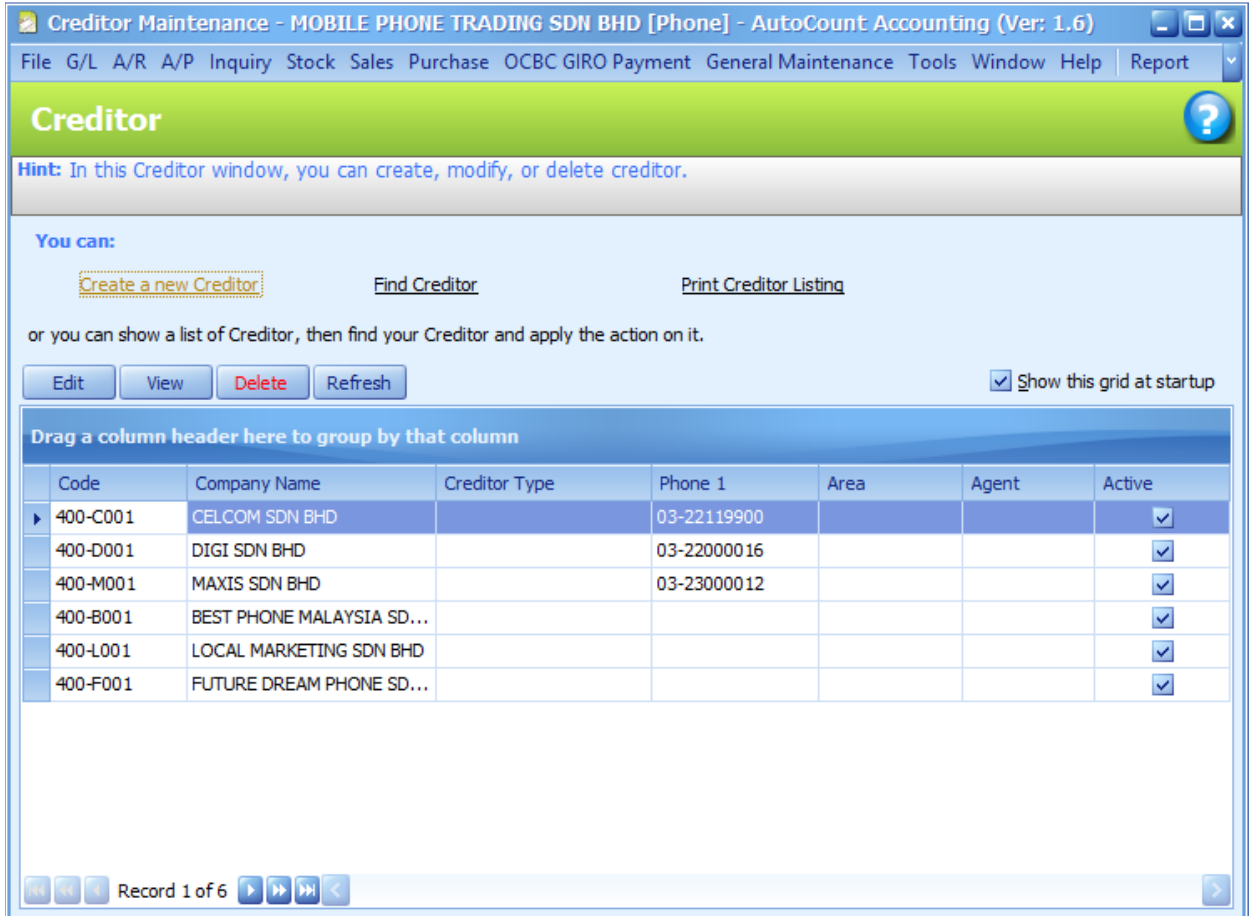
Branch: 00720

Prefix: AP

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 OCBC Bank Setting is shown inside Payment Method Maintenance, the user is required to fill in all the OCBC information before utilizing OCBC GIRO Payment to generate GIRO Payment file.

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 SD...					<input checked="" type="checkbox"/>
400-L001	LOCAL MARKETING SDN BHD					<input checked="" type="checkbox"/>
400-F001	FUTURE DREAM PHONE SD...					<input checked="" type="checkbox"/>

Record 1 of 6

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

View Creditor Account - [400-C001]

Edit Copy Creditor Window

Control Account : 400-0000 Creditor Type : Group Company

Company Name : CELCOM SDN BHD Active

Registration No. : Creditor Account : 400-C001

General Contact Branches Others Note OCBC GIRO Setting

Account No

Receiving FI ID

Advice E-mail

ID Verification

Check ID

ID Type

ID Number

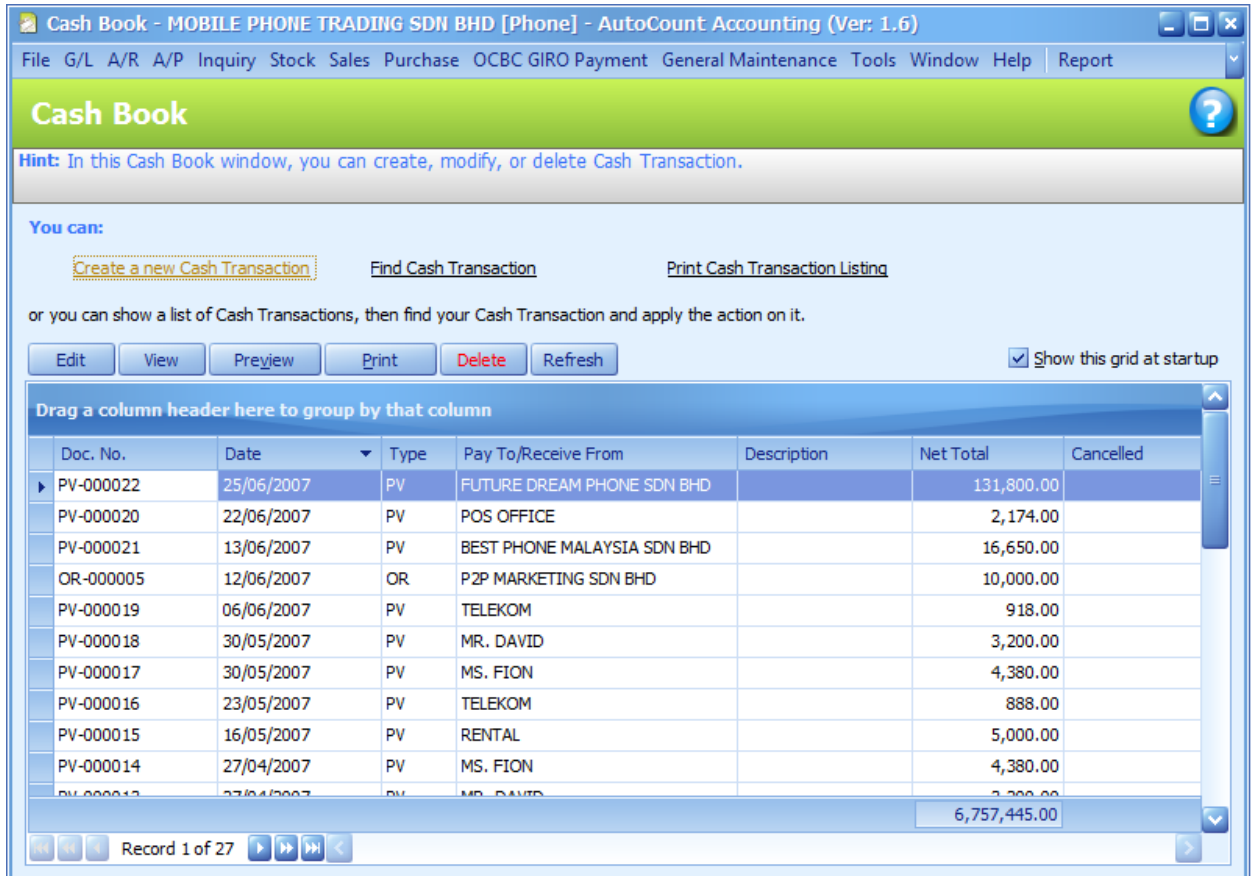
Account created on : 24/06/2007

- i. For Account No, each different bank code and account type has different length of account number. Can be referring to MEPS IBG Product Offering and Account Structure.
- ii. For ID Verification, if the user ticks the **【Check ID】** , ID Type and ID Number are required to fill in. However, each ID type has different length of ID number, the detailed description is depicted as below:

ID Type	Max Field Length
New IC	12
Old IC	8
Bus. Reg. No	20
Police / Army ID / Passport No	20

If the length of ID number more than respective ID Type, the generate file will not success.

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

Drag a column header here to group by that column

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	

Record 1 of 27

Edit Payment Voucher - [PV-000019]

Edit Copy Voucher View Window

Pay To: TELEKOM
Description:

Voucher No: PV-000019
Date: 06/06/2007
2nd Voucher No:

Payment Voucher

Payment Method	Cheque No.	Payment Amount	Bank Charge	Payment By	Is RCHQ.	RCHQ. Date
OCBC		918.00	0.00		<input type="checkbox"/>	

Record 1 of 1

Bank Account Balance for OCBC as at 23/04/2014 is RM 5,862,043.00 **Total Payment:** 918.00

Main External Link Note OCBC GIRO Setting

Account No: 1702451233
Receiving FI ID: 100002296
Advice E-mail: lili@hotmail.com

ID Verification

Check ID
ID Type: Business Registration ...
ID Number: 12345678A

Save Save & Preview Save & Print Cancel

Cash Book is under G/L. The purpose of this step is to do OCBC GIRO setting for Cash Book. The user can create new Cash Book Payment Voucher or edit current payment. The OCBC 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.

5. OCBC GIRO Payment

OCBC 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

OCBC Options

Tape ID: 051

Payment Date: 23/04/2014

Txn Reference Type: 2nd Voucher No

Inquiry Export As Text Reset Payment Close

Result

Search Result

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

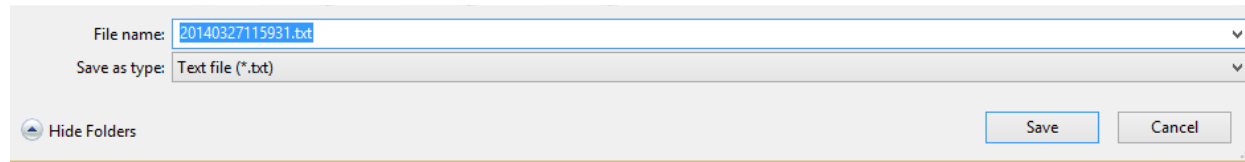
Drag a column header here to group by that column

...	Doc. No.	Date	Pay To/Receive From	Curr.	Currenc...	Paymen...	local Pa...	Cancelled	Tax	Paymen...	Txn Ref...
I	PV-000019	06/06/2007	TELEKOM	MYR	1.000000	918.00	918.00	F	0.00	OCBC	2nd Vouc...

Record 1 of 1

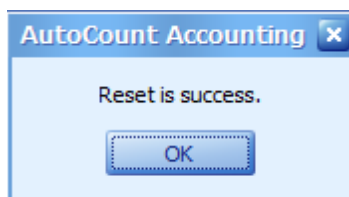
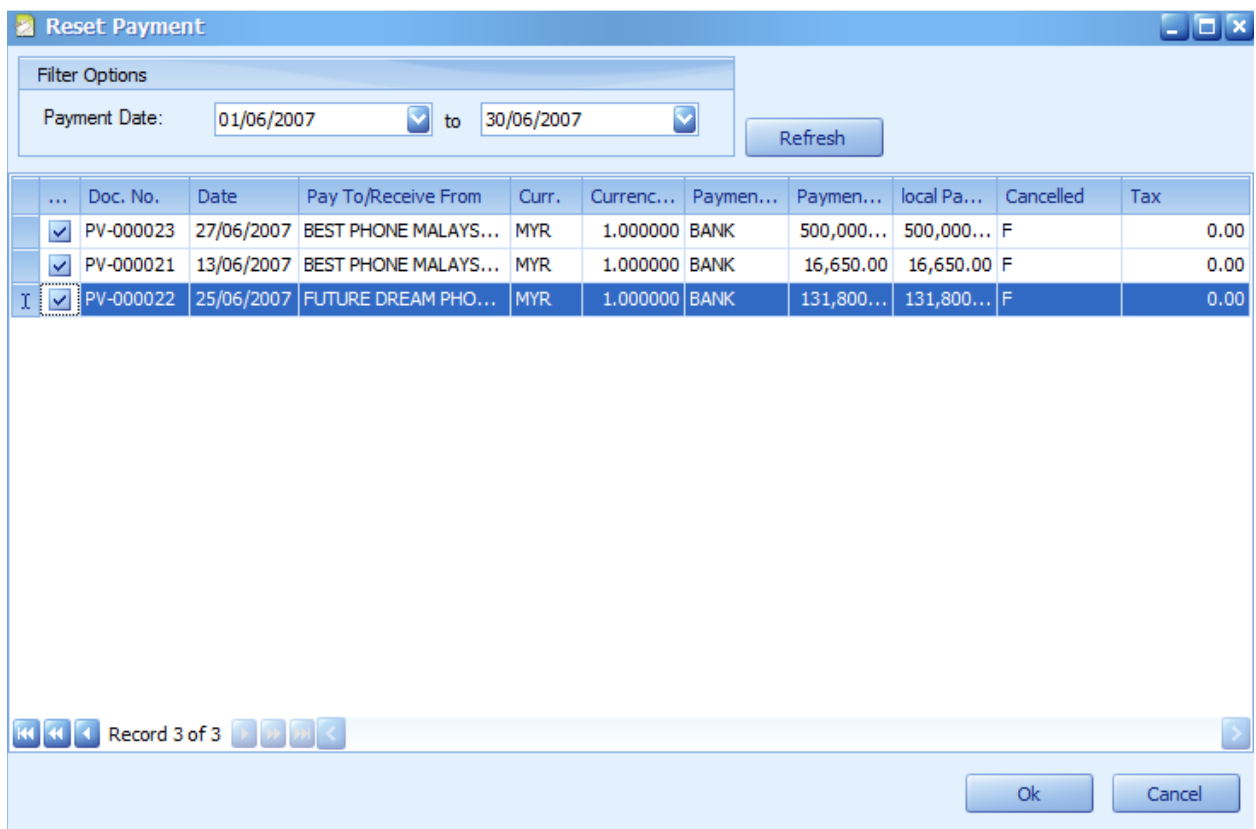
0.00

- Open the OCBC 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.
- Tape ID Option can be utilized to set the Tape ID for OCBC to process the generated file. Each Tape ID just can use one time and cannot repeated in a day.
- Payment Date Option can be utilized to set the date for the transfer payment.
- The Reference Type Option can be utilized to set the transaction reference to 2nd Voucher No or Description. The option by default is set to 2nd Voucher No.



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.

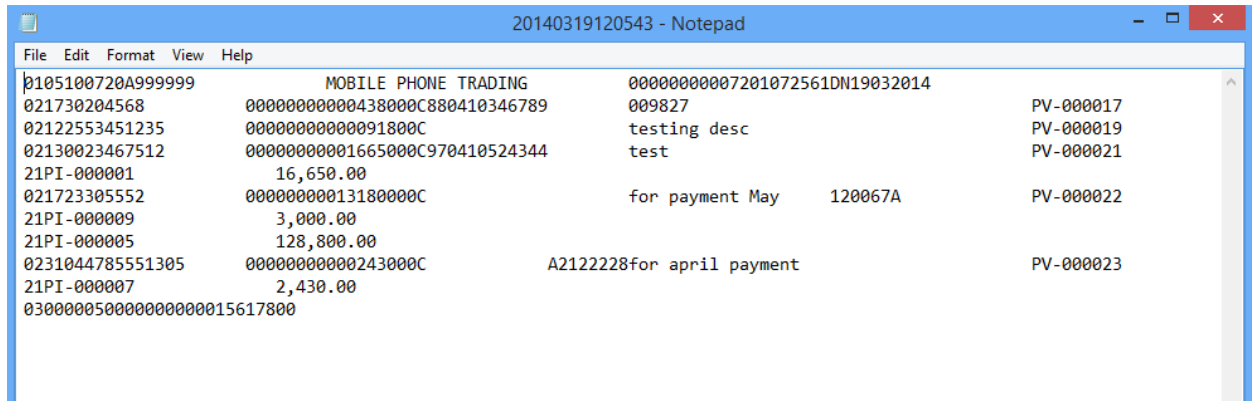
6. Reset Payment



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.

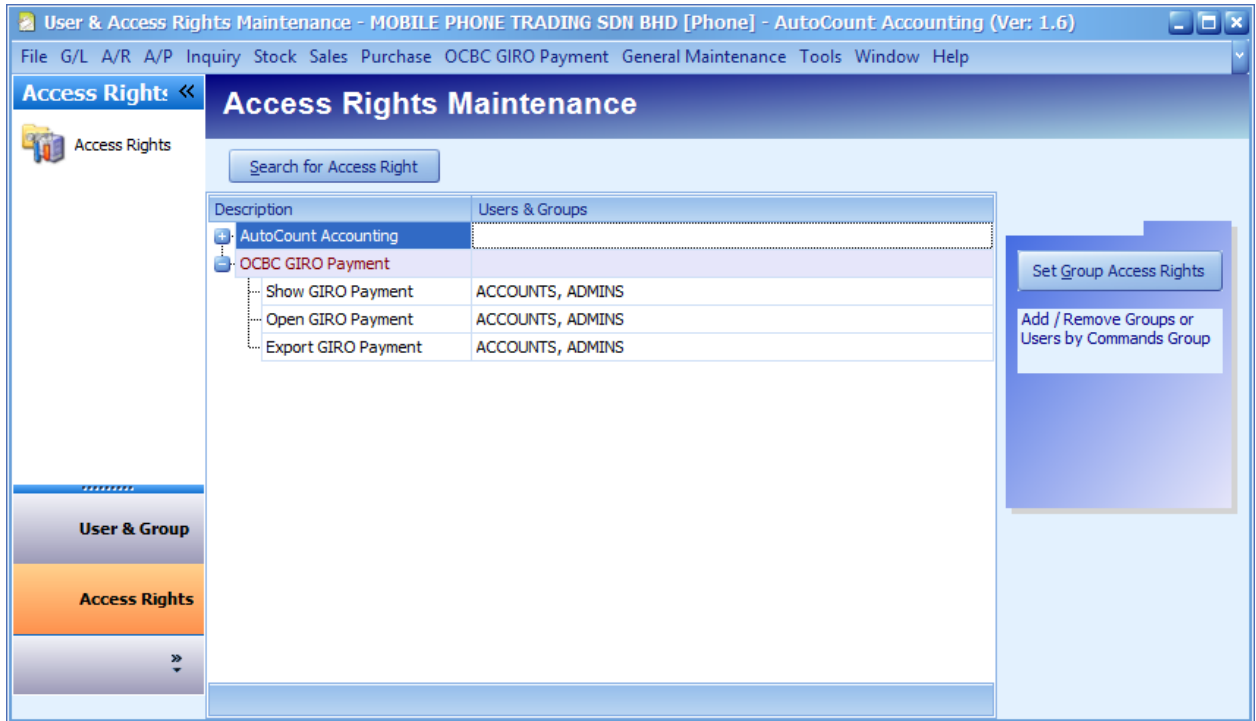
7. Output of the TXT file



```

File Edit Format View Help
0105100720A999999          MOBILE PHONE TRADING          00000000007201072561DN19032014
021730204568          0000000000438000C880410346789          009827          PV-000017
02122553451235          00000000000091800C          testing desc          PV-000019
02130023467512          00000000001665000C970410524344          test          PV-000021
21PI-000001          16,650.00
021723305552          00000000001318000C          for payment May          120067A          PV-000022
21PI-000009          3,000.00
21PI-000005          128,800.00
0231044785551305          00000000000243000C          A2122228for april payment          PV-000023
21PI-000007          2,430.00
03000005000000000015617800
  
```

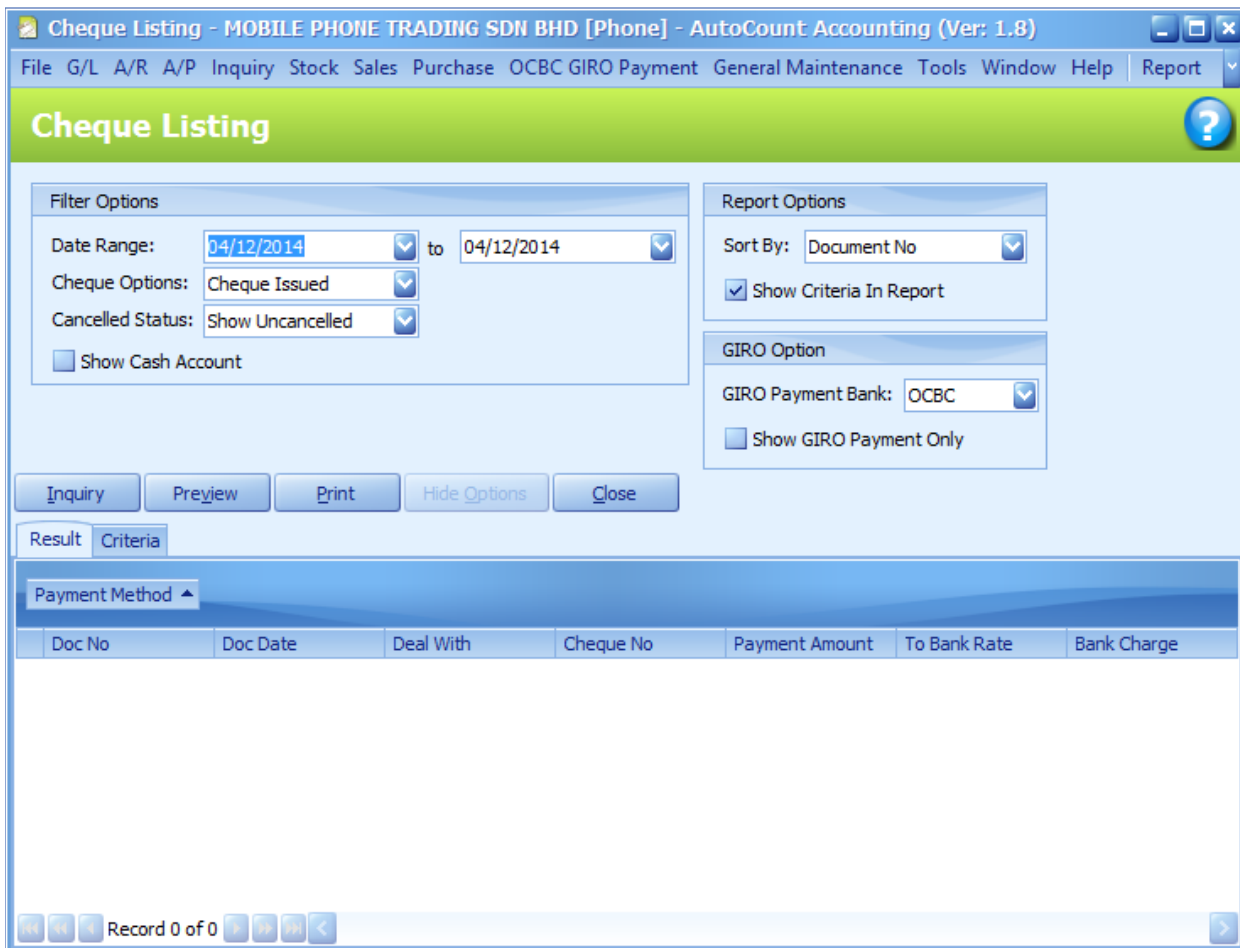
8. Access Rights



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: OCBC

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
Payment Method						

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