

Introduction

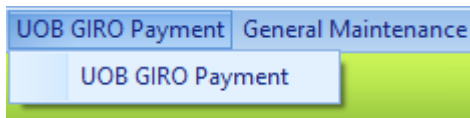
Autocount GIRO plugin enable you to upload your E-banking payment instruction in a batch base on your Payment Voucher instruction in Autocount accounting system. It eliminates the need for repeated data entry into your Internet banking system and eliminate manual processing of cheques. It definitely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

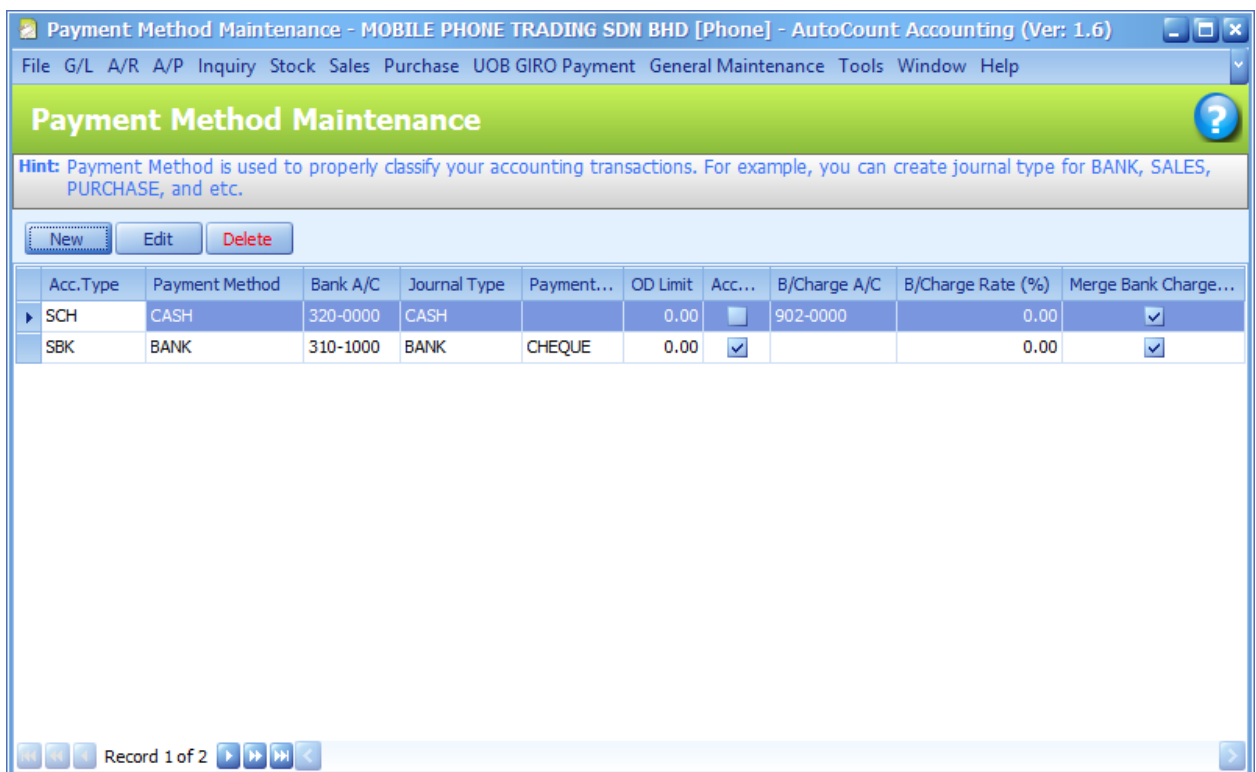
UOB GIRO Payment Plug-in

Step for using UOB GIRO Payment Plug-in

1. Interface of UOB 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: [] 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: UOB

UOB GIRO Setting

Company ID: ABCD

Company ID (BIB): ABCD

Originating Acc. No.: 1340213456

Originating Acc. Name: MOBILE PHONE TRADING

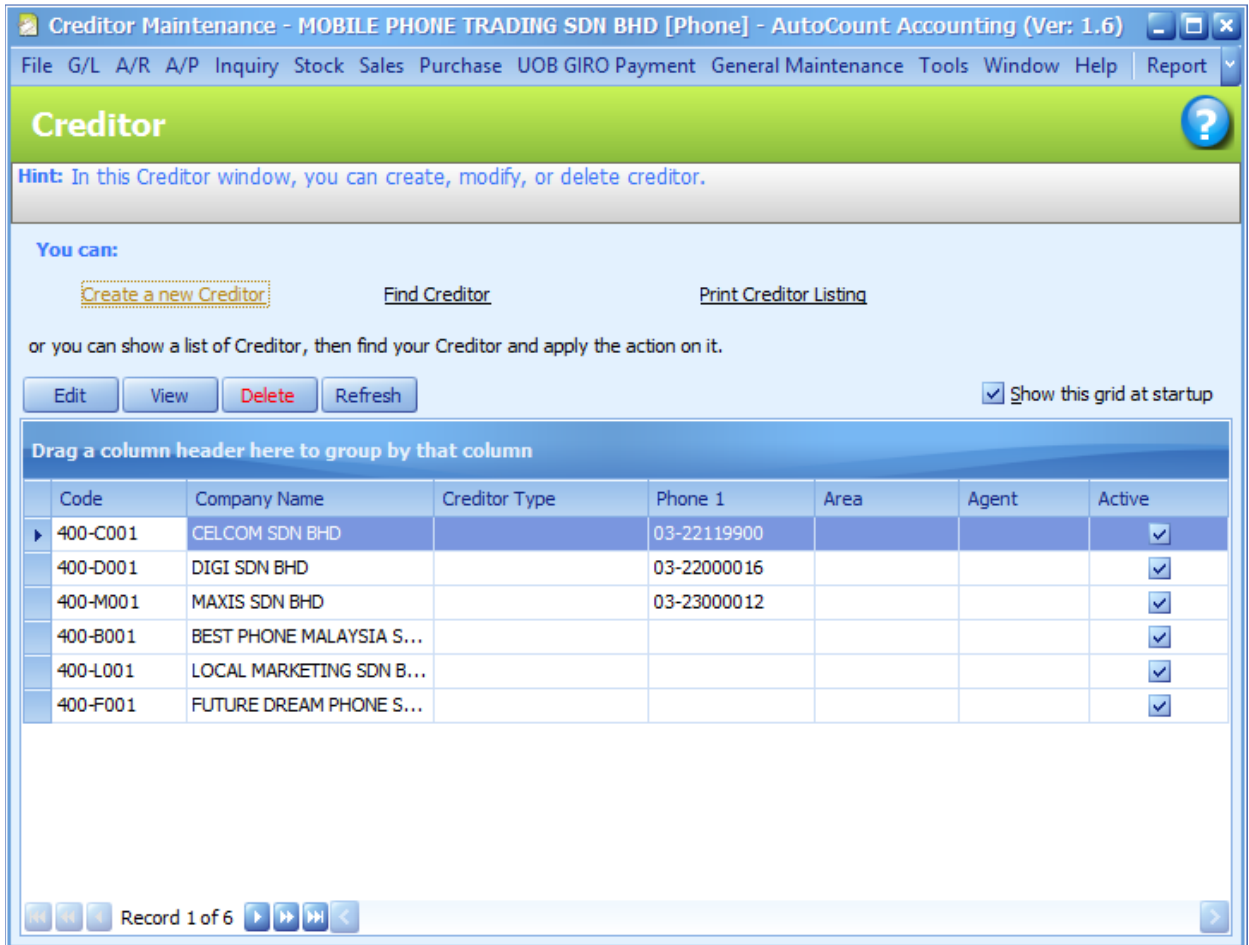
Originating Bank Code: 0226

Originating Branch Code: 000

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 UOB Setting is shown inside Payment Method Maintenance, the user is required to fill in all the UOB bank information before utilizing UOB 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 S...					<input checked="" type="checkbox"/>
400-L001	LOCAL MARKETING SDN B...					<input checked="" type="checkbox"/>
400-F001	FUTURE DREAM PHONE S...					<input checked="" type="checkbox"/>

Record 1 of 6

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

- i. For Account No, each different bank code and account type has different length of account number. Can be refer to Appendix A.
- ii. For ID Verification, if the user ticks the **【Check ID】** , ID Type and ID Number are required to fill in. and the Max Field Length of ID number is 20.

4. Setting for Cash Book Entry

Cash Book - MOBILE PHONE TRADING SDN BHD [Phone] - AutoCount Accounting (Ver: 1.6)

File G/L A/R A/P Inquiry Stock Sales Purchase UOB GIRO Payment General Maintenance Tools Window Help Report

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-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 22/04/2014 is RM 5,862,961.00 Total Payment: 2,174.00

Main External Link Note UOB GIRO Setting

Account No: 0987654321
 Bank Code: 0212
 Branch Code: 000
 Transaction Code: 24

ID Verification

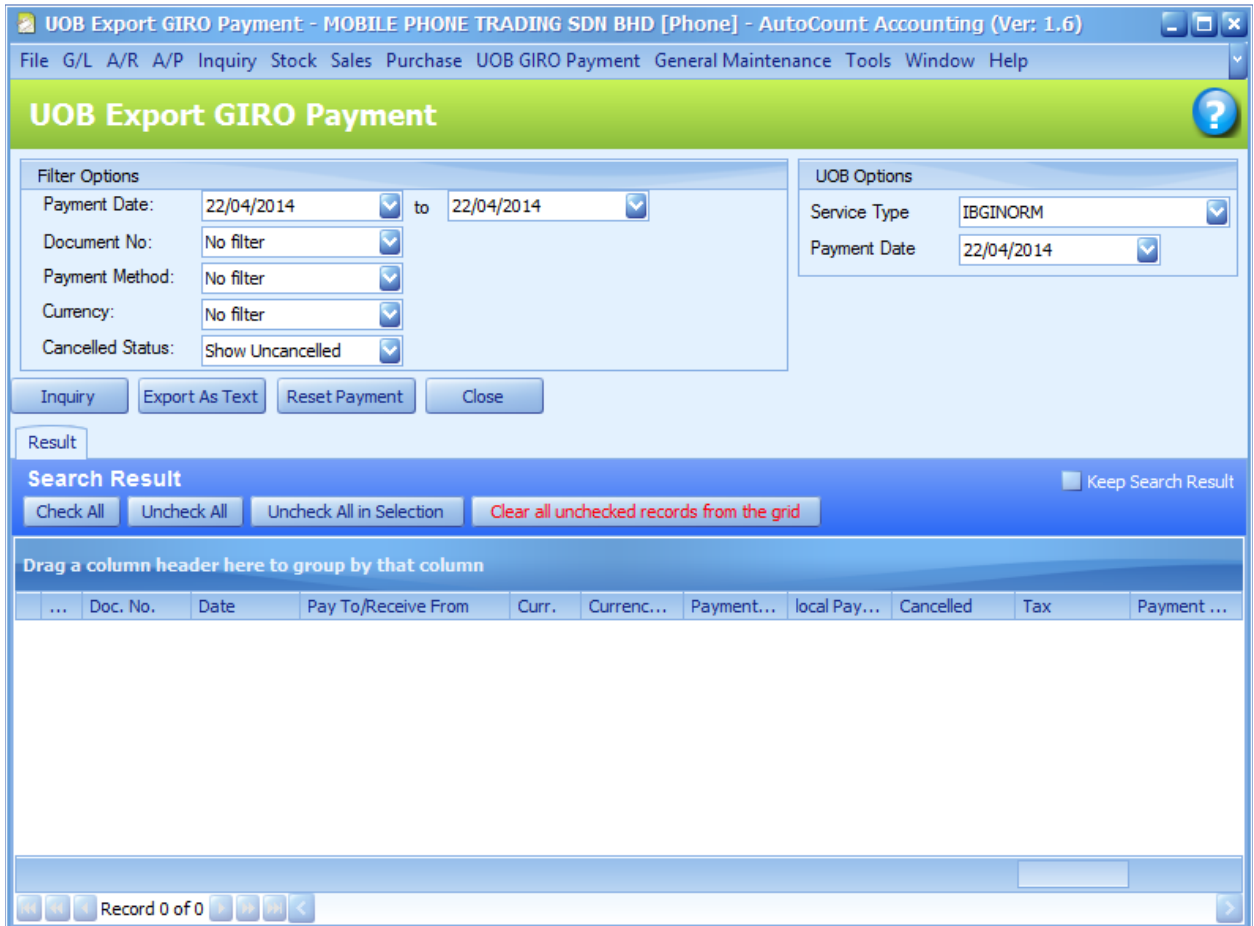
Check ID

ID Type: N
 ID Number: 88023532345

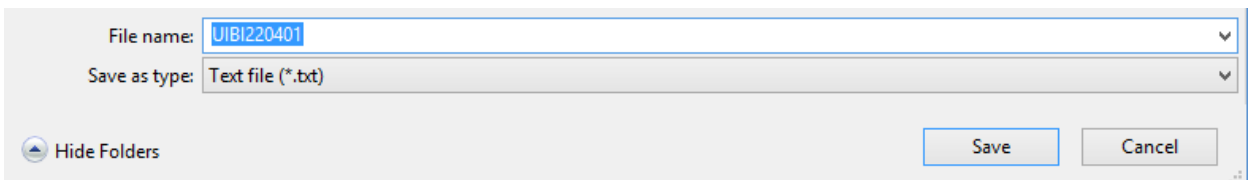
Save Save & Preview Save & Print Cancel

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

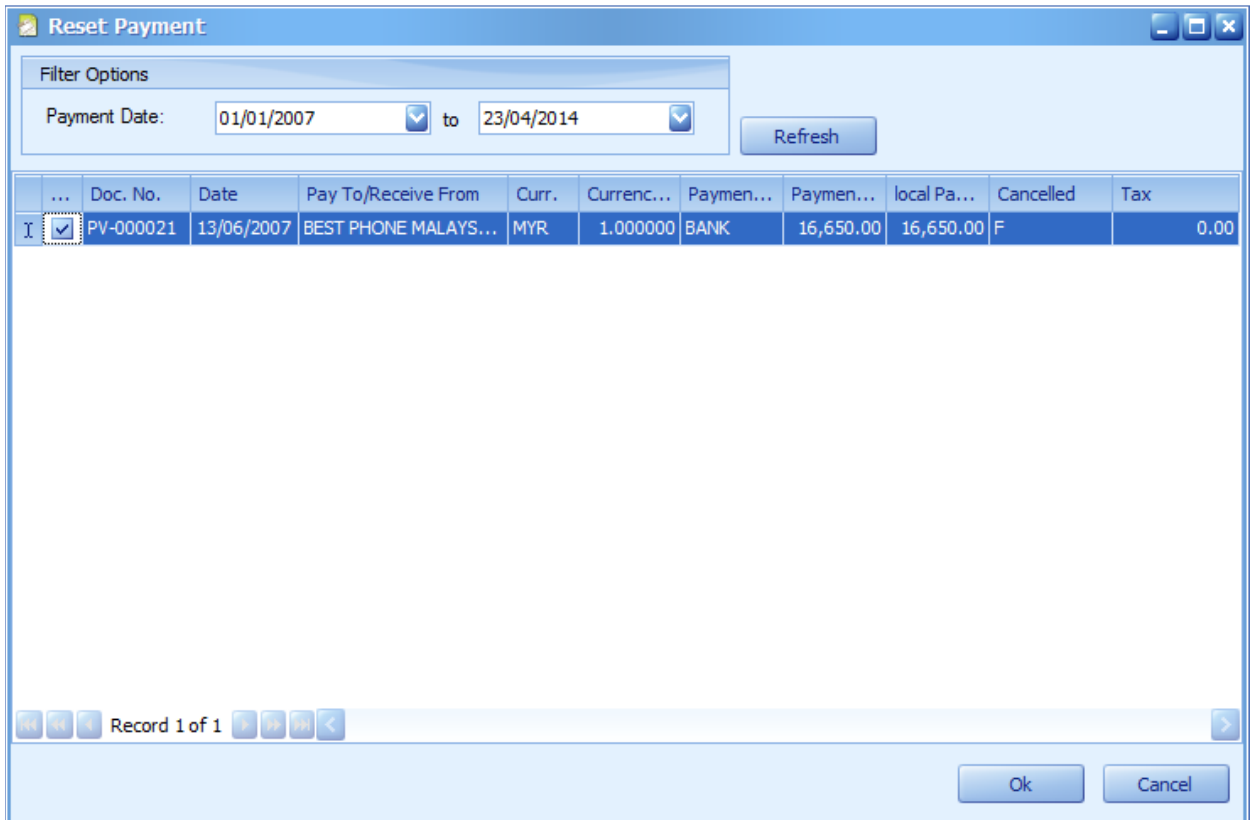


- Open the UOB GIRO Payment and press the **【Inquiry】** button to display the records based upon your filter options. And then select required records to Export as TXT file. The Selected required records must be same payment method.
- Service Type Option can be utilized to set the type for the transfer payment and temporary UOB just support IBGINORM
- Payment Date Option can be utilized to set the date for the transfer payment

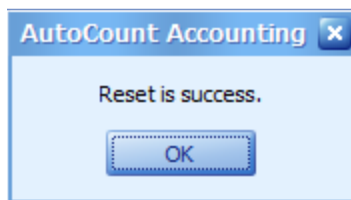


Once the user presses **【Export as Text】** button, the above dialog box will be displayed and then the user can choose the particular destination to save the txt file.

6. Reset Payment

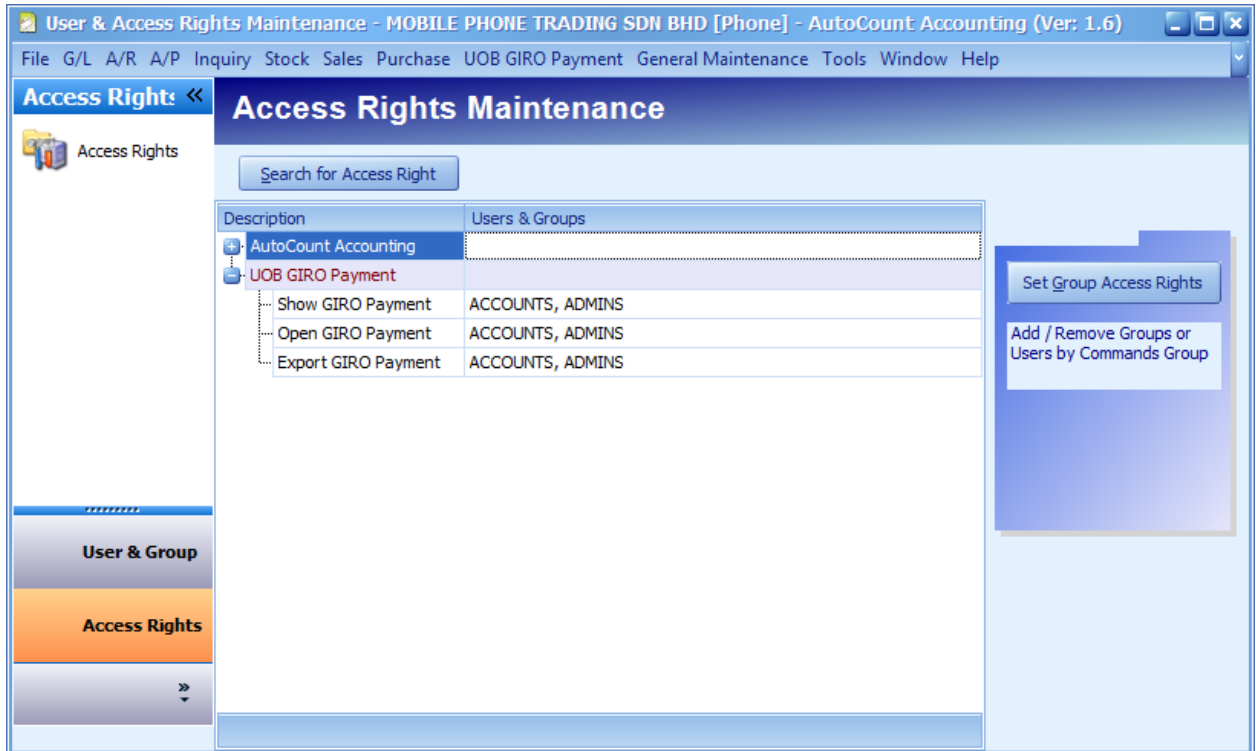


...	Doc. No.	Date	Pay To/Receive From	Curr.	Currenc...	Paymen...	Paymen...	local Pa...	Cancelled	Tax
<input checked="" type="checkbox"/>	PV-000021	13/06/2007	BEST PHONE MALAYS...	MYR	1.000000	BANK	16,650.00	16,650.00	F	0.00



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.

8. Access Rights



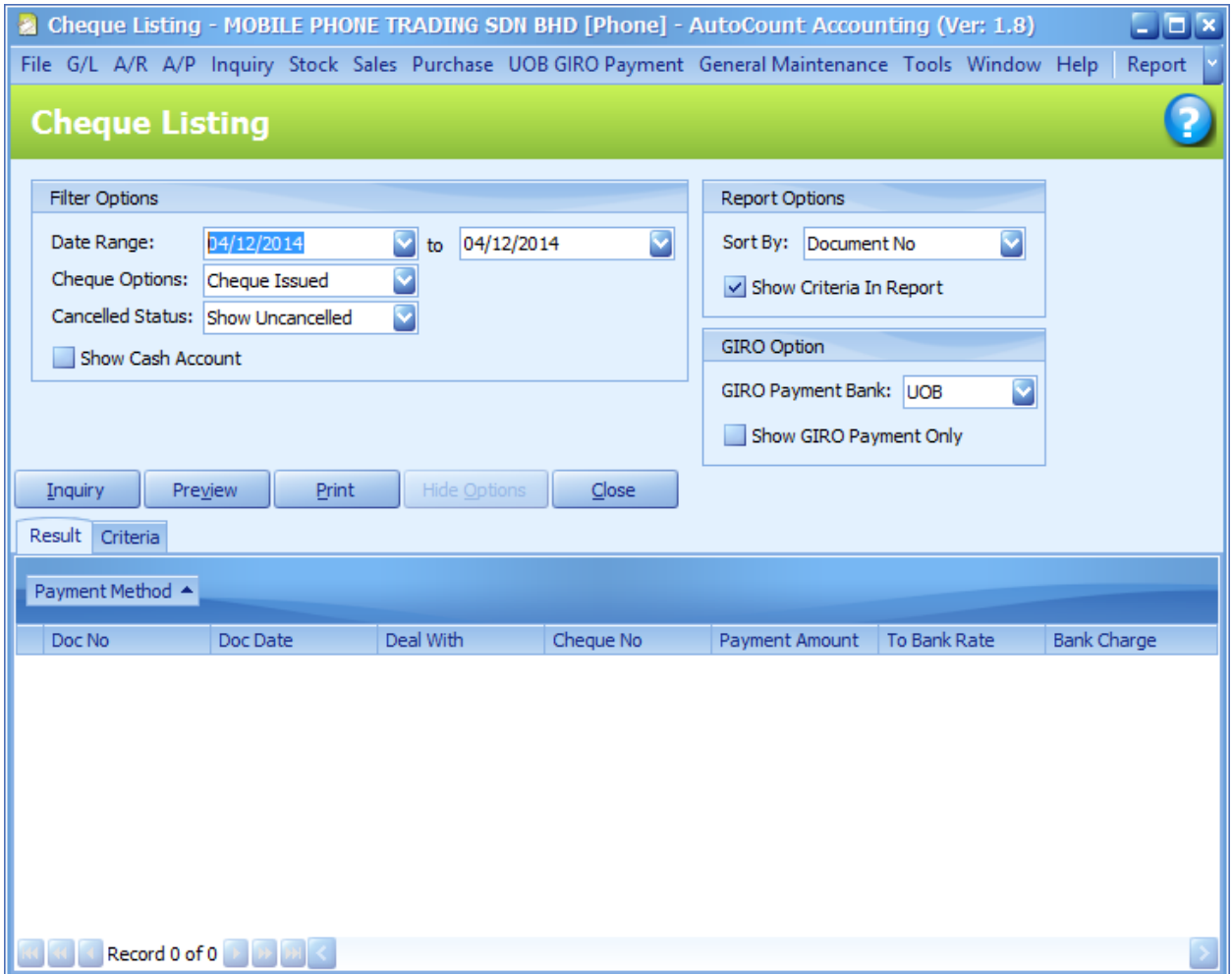
The user only can be allowed to use the GIRO payment function when having the valid access rights.

【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: UOB

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