
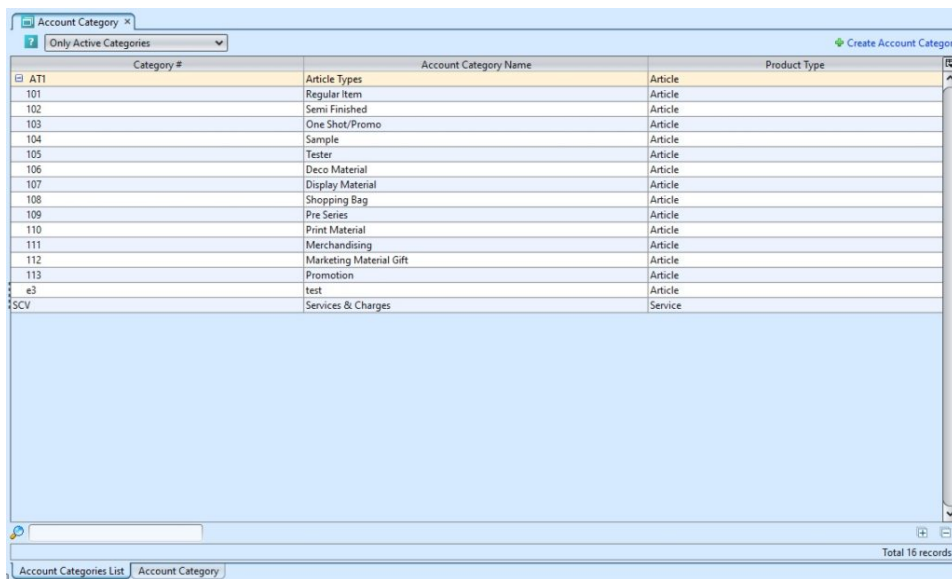


Account Category

Account Category display the list of defined accounts categories for different product types. Within each account category, user is able to view the list of products classified under the particular account category.

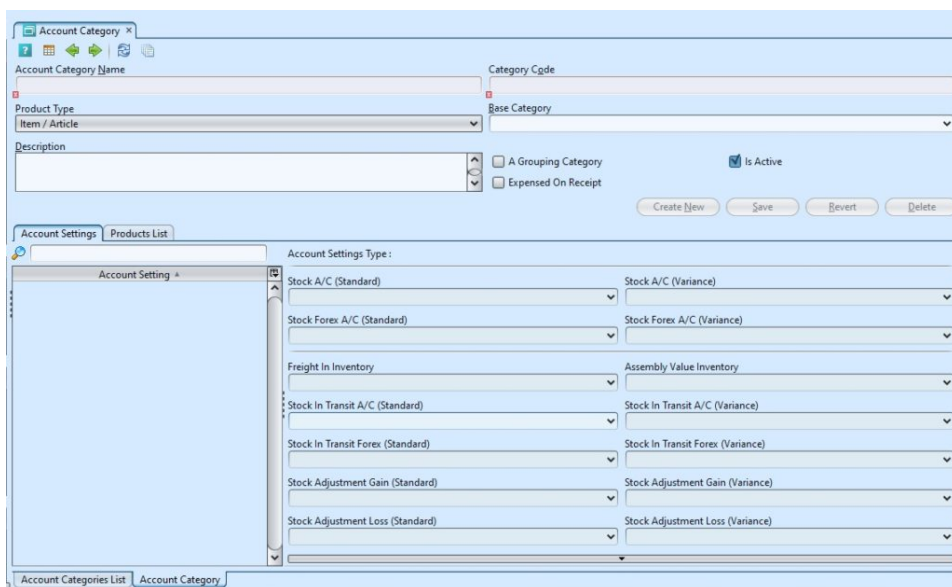
Below actions are available under **“Account Category”**:

 Create new, edit and delete account category



The screenshot shows the 'Account Category' window with a list of categories. The window has a title bar 'Account Category' and a toolbar with a search icon and a 'Create Account Category' button. A dropdown menu shows 'Only Active Categories'. The table has columns: Category #, Account Category Name, and Product Type. The table contains 16 records, with the last one being 'e3 test' and 'SCV Services & Charges'. The status bar at the bottom indicates 'Total 16 records'.

Category #	Account Category Name	Product Type
AT1	Article Types	Article
101	Regular Item	Article
102	Semi Finished	Article
103	One Shot/Promo	Article
104	Sample	Article
105	Tester	Article
106	Deco Material	Article
107	Display Material	Article
108	Shopping Bag	Article
109	Pre Series	Article
110	Print Material	Article
111	Merchandising	Article
112	Marketing Material Gift	Article
113	Promotion	Article
e3	test	Article
SCV	Services & Charges	Service



The screenshot shows the 'Account Category' form view. It has a title bar 'Account Category' and a toolbar with icons for search, add, edit, and delete. The form has fields for 'Account Category Name', 'Category Cgde', 'Product Type' (with a dropdown menu), and 'Base Category' (with a dropdown menu). There is a 'Description' field and a 'Is Active' checkbox. Below the form are buttons for 'Create New', 'Save', 'Revert', and 'Delete'. The bottom section is titled 'Account Settings' and contains a list of settings for various account types, including 'Stock A/C (Standard)', 'Stock A/C (Variance)', 'Stock Forex A/C (Standard)', 'Stock Forex A/C (Variance)', 'Freight In Inventory', 'Assembly Value Inventory', 'Stock In Transit A/C (Standard)', 'Stock In Transit A/C (Variance)', 'Stock In Transit Forex (Standard)', 'Stock In Transit Forex (Variance)', 'Stock Adjustment Gain (Standard)', 'Stock Adjustment Gain (Variance)', and 'Stock Adjustment Loss (Standard)', 'Stock Adjustment Loss (Variance)'. The status bar at the bottom indicates 'Total 16 records'.

Field Name	Description	Mandatory Information
Account Category Name	Name of the category	Y
Category Code	Custom code for the category	Y
Product Type	Select the type of product	Y
Base Category	Select the (parent) base category if to be group under it	N
Description	Additional information for the account category	N
A Grouping Category	Tick the checkbox if the category allows sub category under it.	N
Is Active	Tick the checkbox if the account category is active	N
Expensed on Receipt	Tick the checkbox if the category is expensed on receipt	N

Create New Account Category

1. Click **“Create Account Category”** link on top right of **“Account Categories List”** tab to create another account category record, it will open **“Account Category”** tab with empty form

Account Category			
Only Active Categories		Create Account Category	
Category #	Account Category Name	Product Type	
AT1	Article Types	Article	
101	Regular Item	Article	
102	Semi Finished	Article	

2. Fill up information on top half of screen.

Account Category

Account Category Name

Category Code

Product Type

Item / Article

Description

Show History

Refresh the Record from Store

Next Account Category

Previous Account Category

Account Category List

Account Settings

Products List

Base Category

A Grouping Category

Expensed On Receipt

Product Name

UOM

3. Optional: If “**A Grouping Category**” checkbox is ticked, it allows user to define sub category under this category. User may then select the category as base (parent) category

Account Category Name

Service - Project

Category Code

102

Product Type

Service / Charge

Base Category

Description

A Grouping Category

Is Active

Expensed On Receipt

Account Category			
Only Active Categories		Create Account Category	
Category #	Account Category Name	Product Type	
AT1	Article Types	Article	
101	Regular Item	Article	
102	Semi Finished	Article	
103	One Shot/Promo	Article	
104	Sample	Article	
105	Tester	Article	

Account Category

Account Category Name

Regular Item

Category Code

101

Product Type

Item / Article

Base Category

AT1 - Article Types

Description

AT1

Article Types

Account Category			Create Account Category
Only Active Categories			
Category #	Account Category Name	Product Type	
AT1	Article Types	Article	
101	Regular Item	Article	
102	Semi Finished	Article	
103	One Shot/Promo	Article	
104	Sample	Article	
105	Tester	Article	
106	Deco Material	Article	
107	Display Material	Article	
108	Shopping Bag	Article	
109	Pre Series	Article	
110	Print Material	Article	

4. Click **"Save"** button at the middle right of screen to save. This new category will be available as product's **"Category"** selection in the **"Project – (Masters) Products"**

Product Type Item / Article	Base Category AT1 - Article Types
Description	<input type="checkbox"/> A Grouping Category <input type="checkbox"/> Expensed On Receipt
<input checked="" type="checkbox"/> Is Active	
<div> Create New Save Revert Delete </div>	

5. Information in **"Account Settings"** tab will be generated automatically. **"Product List"** tab will be updated automatically with products selected under the particular category. User can change / customize the accounts posting for a particular **Account Settings** type here for the selected **Account Category**.

Account Settings	Products List																												
<div>Account Setting</div> <ul style="list-style-type: none"> Sales Third Party - SGD Sales Third Party - USD Product Purchase - Import CHF Product Purchase - Import EUR Product Purchase - Import JPY Product Purchase - Import MYR Product Purchase - Import USD Purchase Third Party (SGD) Purchase Third Party (SGD) - non GST Main WH - Stock 3PL Products Free Products M-Marketing P-Premium & POSM SW-Staff Welfare TM-Trade Marketing TST-Testers 	<div>Account Settings Type: Sales</div> <table border="1"> <tr> <td>Sales Income A/C</td> <td>Sales Return A/C</td> </tr> <tr> <td>1010 - Gross Invoiced Sales - Third Party</td> <td>1110 - Returns Actual</td> </tr> <tr> <td>Customer Discount A/C</td> <td>Product Discount A/C</td> </tr> <tr> <td>1295 - Other Discounts and Allowances</td> <td>1250 - Temporary Price Reduction - Actual</td> </tr> <tr> <td>On Invoice Discount A/C</td> <td>Not Applicable</td> </tr> <tr> <td>1210 - On Invoice - Rebates</td> <td></td> </tr> <tr> <td>Standard Cost A/C</td> <td>Standard Cost Variance A/C</td> </tr> <tr> <td>2060 - Third Party COGS</td> <td>2083.03 - Standard Cost Variance</td> </tr> <tr> <td>Standard Cost Return A/C</td> <td>Standard Cost Variance Return A/C</td> </tr> <tr> <td>2071 - Inventory Value</td> <td>2083.03 - Standard Cost Variance</td> </tr> <tr> <td>Standard Cost Forex A/C</td> <td>Standard Cost Forex Variance A/C</td> </tr> <tr> <td>2272 - Inv Purch FX Loss (Gain) - 3rd Party - Realized</td> <td>2272 - Inv Purch FX Loss (Gain) - 3rd Party - Realized</td> </tr> <tr> <td>Transport Cost A/C</td> <td>Product Assembly Cost A/C</td> </tr> <tr> <td>2041 - Freight In</td> <td>2230 - Promotional Assembly</td> </tr> </table>	Sales Income A/C	Sales Return A/C	1010 - Gross Invoiced Sales - Third Party	1110 - Returns Actual	Customer Discount A/C	Product Discount A/C	1295 - Other Discounts and Allowances	1250 - Temporary Price Reduction - Actual	On Invoice Discount A/C	Not Applicable	1210 - On Invoice - Rebates		Standard Cost A/C	Standard Cost Variance A/C	2060 - Third Party COGS	2083.03 - Standard Cost Variance	Standard Cost Return A/C	Standard Cost Variance Return A/C	2071 - Inventory Value	2083.03 - Standard Cost Variance	Standard Cost Forex A/C	Standard Cost Forex Variance A/C	2272 - Inv Purch FX Loss (Gain) - 3rd Party - Realized	2272 - Inv Purch FX Loss (Gain) - 3rd Party - Realized	Transport Cost A/C	Product Assembly Cost A/C	2041 - Freight In	2230 - Promotional Assembly
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Account Settings						Create Account Category
Products List						
Part Number	Product Name	UOM	Barcode	Description		
BD01-003145	Ctrl-A Beauty Balm 40ml	Each	887222157237			
BD01-003146	Black Label Nourishing Beauty Balm SPF 25 (50ml)	Each	621732100020			
BD01-003147	Ceramidin Light Cream 90g	Each	075987000367			
BD01-003148	Doctor's Label Red Improve Purifying Mask	Each	8032539292504			
BD01-003148W	Doctor's Label White Improve Purifying Mask	Each				
BD01-003149	Ctrl-A Soothing Moisturizer 50g	Each				
BD01-003150	Ctrl-A Sensitive Sun Protector 40ml	Each				
BD01-BUNDLE	Doctor's Label Red Improve Purifying Mask PO2	Each				
BD01-BUNDLE-W	Doctor's Label White Improve Purifying Mask PO2	Each				
BD02-002130	Jasmine Shower Gel 250ml	Each				
BD02-002131	Mint Tea Shower Gel 250ml	Each				
BD02-002132	Japanese Rose Shower gel 250ml	Each				
BD02-002133	Lip Butter 6g - Jasmine	Each				
BD02-002134	Lip Butter 6g - Wild Rose	Each				
BD03-002454	Sun Control Sensitive SPF50 Face Emulsion 50ml	Each				
BD03-002455	Sun Sport Invisible Mist Wet Skin Application Progressive Tan SPF50	Each				
BD03-002456	Skin Therapy Detoxifying Cleansing Foam 150ml	Each				
BD03-002457	365 Cellular Elastic Intense Youth Renewal Serum 30ml	Each				
Total 123 records.						

6. For **Account Category**: Sample and Tester, the cost of the products classified under these two categories

will be expensed upon receipt of the products.

- When sample / tester products were purchased, after Goods Receipt was posted, any cost paid for the purchase of the sample / tester product will be expensed to the accounts set in the Account Category (see snapshot below). Cost of goods in Putaway will be \$0.
- For sample / tester products added using Stock Import, the unit cost entered must be \$0. Cost of goods in Putaway will be \$0.
- For sample / tester products added using Stock Adjustment (+QTY), cost of goods in Putaway will be \$0.
- For sample / tester products returned using Customer Returns, cost of goods in Putaway will be \$0.

User can set to which account(s) the expense should be posted, as highlighted in the snapshot of example below:

Account Category x

Account Category Name: Sample

Category Code: 104

Product Type: Item / Article

Base Category: ATI - Article Types

Description:

☐ A Grouping Category

☒ Expensed On Receipt

Is Active: ☒

Create New Save Revert Delete

Account Settings Products List

Account Settings Type: Inventory

Accounts for expensed samples

Account Setting	Account	Account
Consignment Sales - SGD	Stock A/C (Standard)	Stock A/C (Variance)
Sales Third Party - SGD	2830.01 - Samples And Testers	2830.01 - Samples And Testers
Sales Third Party - USD	Stock Forex A/C (Standard)	Stock Forex A/C (Variance)
Product Purchase - Import CHF	2830.01 - Samples And Testers	2830.01 - Samples And Testers
Product Purchase - Import EUR		
Product Purchase - Import JPY		
Product Purchase - Import MYR		
Product Purchase - Import USD		
Purchase Third Party (SGD)		
Purchase Third Party (SGD) - non GST		
Main WH - Stock		
JPL Products		
Free Products		
M-Marketing		
P-Premium & POSM		
SW-Staff Welfare		
TM-Trade Marketing		
TST-Testers		

Account Categories List Account Category

Update Account Category Details

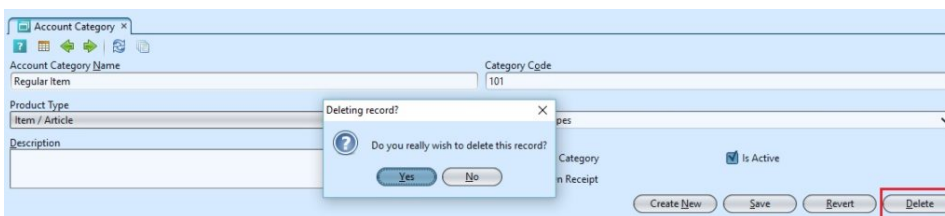
1. On **"Account Categories List"** tab, double click on account category to be updated, it will bring up the details on **"Account Category"** tab for the

selected account category

2. Make change(s) on the account category's information
3. Click on **"Save"** button at the bottom of screen to save
4. Click on **"Revert"** button at the bottom of screen or refresh icon at the top of the screen to roll back the changes

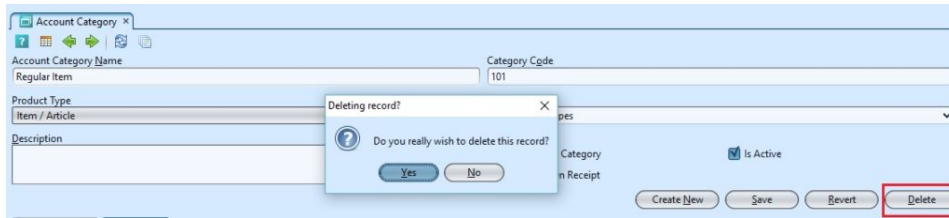
Delete Account Category

1. On **"Account Categories List"** tab, double click on account category to be deleted, it will bring up the details on **"Account Category"** tab for the selected account category
2. Click on **"Delete"** button at the bottom of screen
3. Click on **"Yes"** button on the pop-up window to confirm record deletion

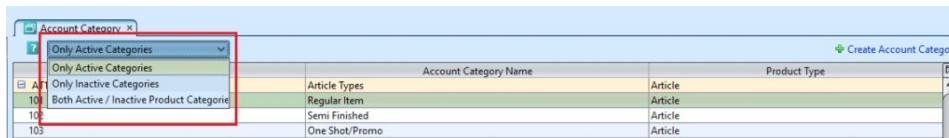


View and Search for Account Category Details

1. On **"Account Categories List"** tab enter search parameter to filter the result, i.e. type in name of the account category



2. Result can be sorted alphabetically by clicking the fields' columns or filtered to show active / inactive categories



3. Double click on account category to view full details of the account category, it will bring up the details on **"Account Category"** tab for the selected account category