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User Manual: Document Integrity Management (Plugin)

Document Integrity Management Plugin is provided for user can set which field is required to fill in or leave blank. Therefore, this plugin gives an easy way for user to maintain the field in different document.



Document Integrity Management plugin will show on the header after installed.

There have two main functions in this plugin

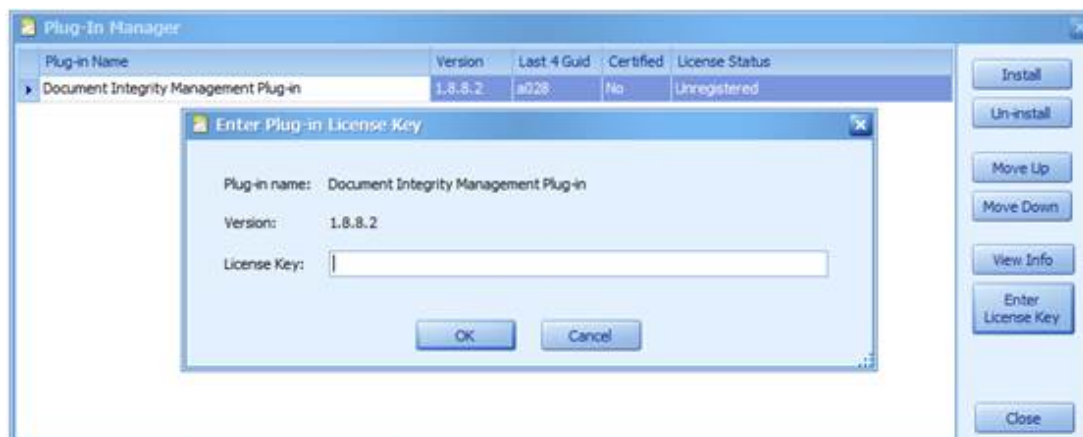
- Integrity Field Maintenance
- Document Integrity Maintenance

License Key Control

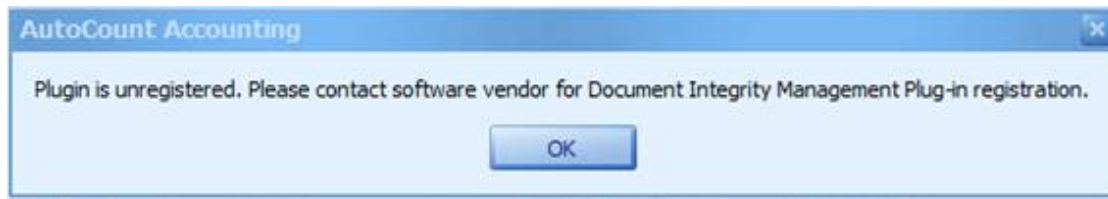
Therefore, this plugin contains license control, user has to input license key to register

Go To **Tools > Plug-In Manager**

Choose **Document Integrity Management Plug-in** and click **Enter License Key** to register



It will show this message if the plug-in is unregistered after login



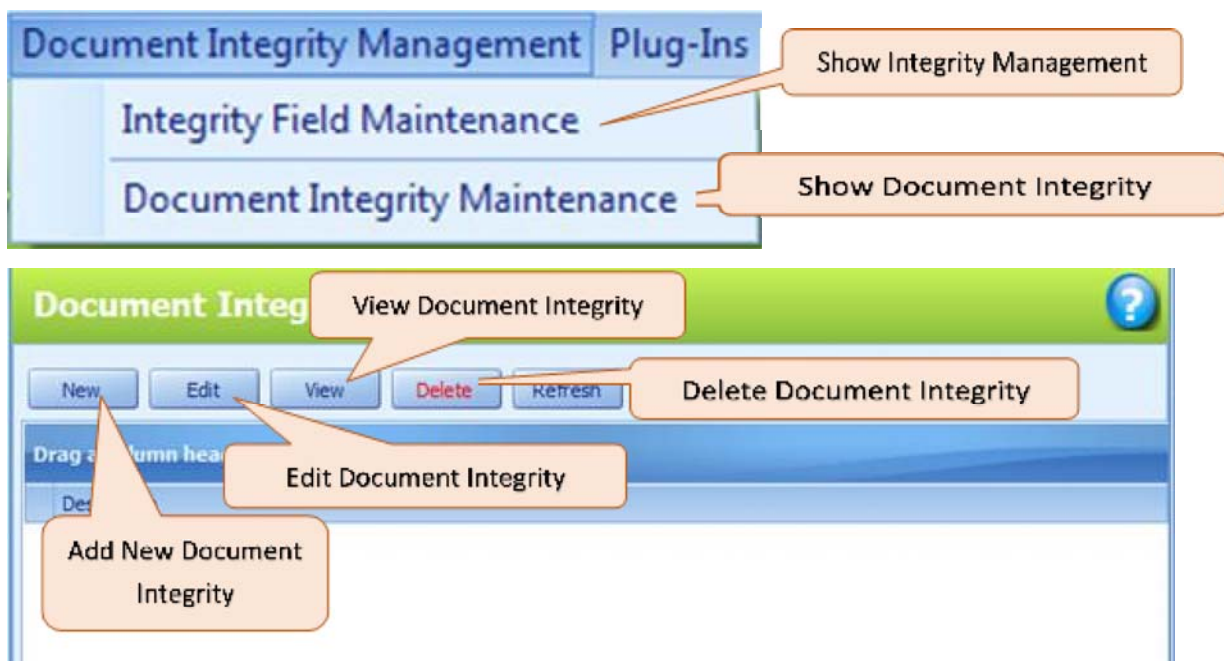
1. Access Rights

This plugin provides access rights to allow user can or cannot access

Go To **General Maintenance > User Maintenance > Access Rights > PlugIns > Document Integrity Management Plugins**



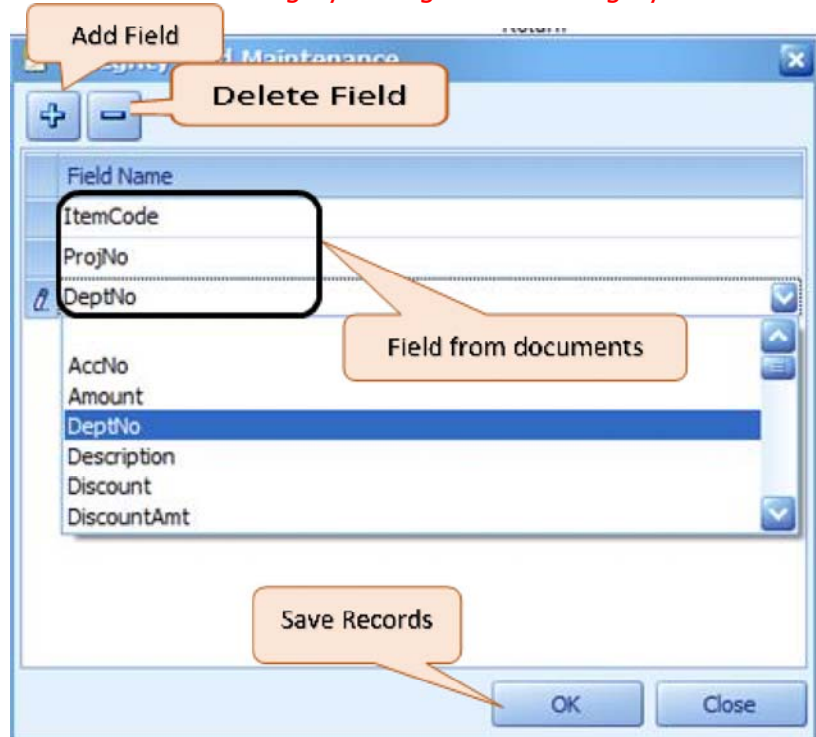
1.1 Access Rights in Document Integrity Management



2. Integrity Field Maintenance

Integrity Field Maintenance functions is used to choose the field name. This functions provided is used to maintain the field that user want to control.

Go To **Document Integrity Management > Integrity Field Maintenance**



2.1 How to create Integrity Field Maintenance

Steps are taken below:

1. **Add row** and the row will show on the column **Field Name**





2. **Choose column name** based on the each document of the column

For Example:

New Invoice - [Next Possible No: I-000033] - HAHA - AutoCount A


Edit Copy Invoice Transfer Document Payment Tools Window

Debtor  






























Name

Address

Branch

Sales Location 

Main More Headers External Link Note

3. Press **OK** to save the records



4. Result shown when save successfully



3. Document Integrity Maintenance

Document Integrity Maintenance is used to control the integrity field, either is required value or not required. Therefore, user must follow the required integrity field on the document integrity maintenance when they start to save the document.

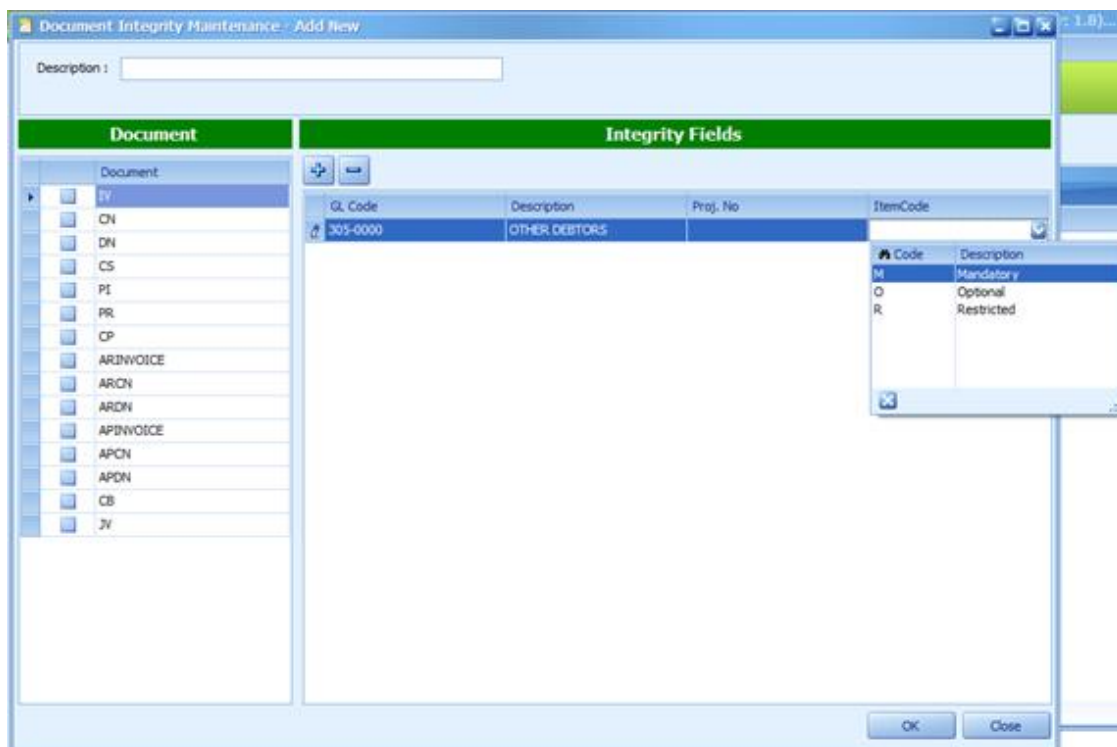
Go To **Document Integrity Management > Document Integrity Maintenance**



3.1 Document Integrity Maintenance

Document Integrity maintenance form will show two main purpose

- **Document** – Based on each document details
- **Integrity Field** – Based on field from integrity field maintenance



Document:

- **IV** – Invoice
- **CN** – Credit Note
- **DN** – Debit Note
- **CS** – Cash Sale
- **PI** – Purchase Invoice
- **PR** – Purchase Return
- **CP** – Cash Purchase
- **ARINVOICE** – AR Invoice Entry
- **ARCN** – AR Credit Note
- **APINVOICE** – AP Invoice Entry
- **APCN** – AP Credit Note
- **APDN** – AP Debit Note
- **CB** – Cash Book Entry
- **JV** – Journal Voucher

Integrity Fields:

- **GL Code** – Account Code
- **Description** – Account Description
- **Status of Integrity Fields**
 - **Mandatory (M)** – fields must have a value
 - **Optional (O)** – either field can contains value or not
 - **Restricted (R)** – fields must be blank / no value

3.2 How to Create Document Integrity Maintenance

Steps are taken below:

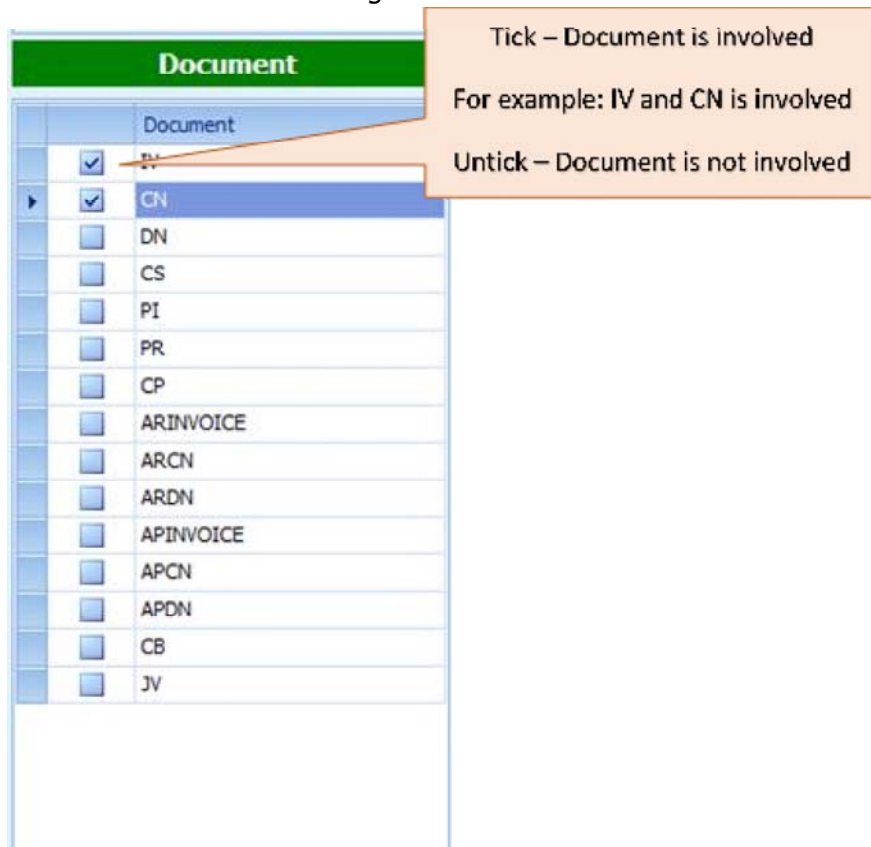
1. Click **New** to open new document integrity maintenance



2. Enter description

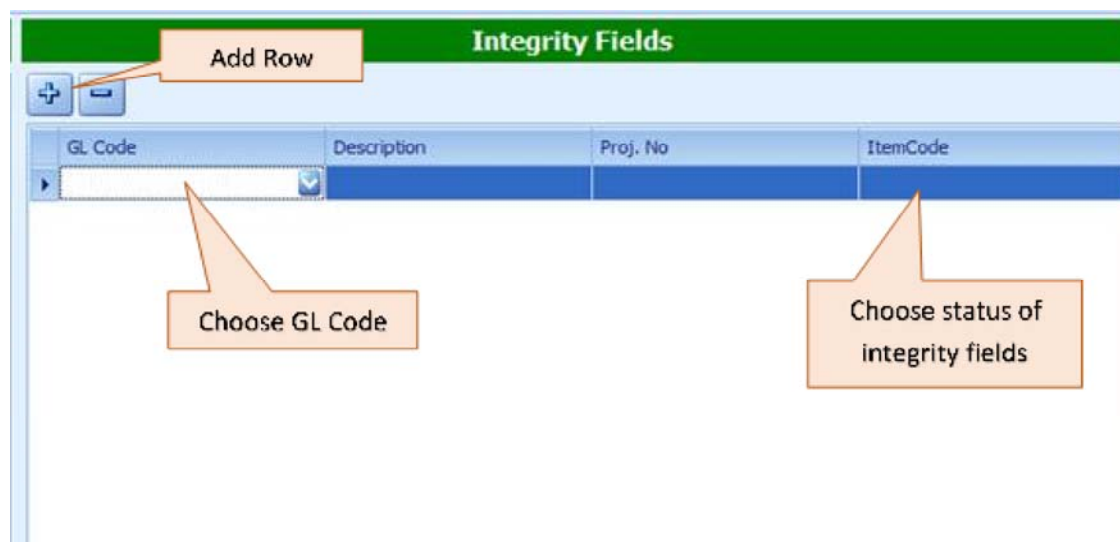


3. Choose document to get involved

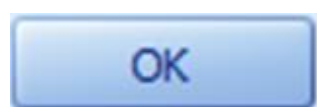


Document	
<input checked="" type="checkbox"/>	IV
<input checked="" type="checkbox"/>	CN
<input type="checkbox"/>	DN
<input type="checkbox"/>	CS
<input type="checkbox"/>	PI
<input type="checkbox"/>	PR
<input type="checkbox"/>	CP
<input type="checkbox"/>	ARINVOICE
<input type="checkbox"/>	ARCN
<input type="checkbox"/>	ARDN
<input type="checkbox"/>	APINVOICE
<input type="checkbox"/>	APCN
<input type="checkbox"/>	APDN
<input type="checkbox"/>	CB
<input type="checkbox"/>	JV

4. Add row for document integrity fields and choose status of integrity fields



5. Press **OK** to save the records



6. Result shown when save successfully



3.3 Sample use of Document Integration

3.3.1 Project Number is mandatory

Document Integrity setting set as below

- Document IV is selected
- Project Number set as mandatory (M)
- Account Code as 500-0000

Document Integrity Maintenance - Edit

Description : TEST

Document		Integrity Fields					
<input checked="" type="checkbox"/>	IV						
<input type="checkbox"/>	CN						
<input type="checkbox"/>	DN						
<input type="checkbox"/>	CS						
<input type="checkbox"/>	PI						
<input type="checkbox"/>	PR						
<input type="checkbox"/>	CP						
<input type="checkbox"/>	ARINVOICE						
<input type="checkbox"/>	ARCN						
<input type="checkbox"/>	ARDN						
<input type="checkbox"/>	APINVOICE						
<input type="checkbox"/>	APCN						
<input type="checkbox"/>	APDN						
<input type="checkbox"/>	CB						
<input type="checkbox"/>	JV						

GL Code	Description	ItemCode	ProjNo	DeptNo	Amount
500-0000	SALES		M		

OK Close

Press **OK** to save

Go to **Document** that listing on document integration (IV, CN...)

For Sample: Invoice Document (IV)

New Invoice - [Next Possible No: I-000006] - ACCBOOK1 - AutoCount Accounting (Ver: 1.8)

Edit Copy Invoice Transfer Document Payment Tools Window

Debtor: 300-D001
Name: Debtor 1
Address:
Branch:

Invoice No: <<New>>
Date: 02/12/2016
Credit Term: C.O.D.
Sales Agent:
Ship via:
Shipping Info:

Can Transfer? ☒

Main More Header External Link Note

Group Total Discount Total Cost Show Instant Info

Item C...	Description	Acc. No.	Qty	Proj. No.	Unit Price	Total	Total (ex)	Total (inc)
00001	Item 001	500-0000	1	P00001	100.00	100.00	100.00	100.00

Record 1 of 1

Subtotal (ex): 100.00
GST: 0.00
Total: 100.00

Inclusive: ☐ Variable Amount: 0.00

After save, proceed with new Invoice ☐

Save Save & Preview Save & Print Cancel

Choose Acc No based on document Integrity GL Code

Proj No must have value

Results: Allow save

If Project Number is blank, it will prompt this message below:

AutoCount Accounting

Account Code: 500-0000, ProjNo cannot be empty.

OK

3.3.2 Project Number is restricted

Document Integrity setting set as below

- Document IV is selected
- Project Number set as restricted (R)
- Account Code as 500-0000

Document Integrity Maintenance - Edit

Description : TEST

Document	Integrity Fields												
<input checked="" type="checkbox"/> IV <input type="checkbox"/> CN <input type="checkbox"/> DN <input type="checkbox"/> CS <input type="checkbox"/> PI <input type="checkbox"/> PR <input type="checkbox"/> CP <input type="checkbox"/> ARINVOICE <input type="checkbox"/> ARCN <input type="checkbox"/> ARDN <input type="checkbox"/> APINVOICE <input type="checkbox"/> APCN <input type="checkbox"/> APDN <input type="checkbox"/> CB <input type="checkbox"/> JV	<table border="1"> <thead> <tr> <th>GL Code</th> <th>Description</th> <th>ItemCode</th> <th>ProjNo</th> <th>DepthNo</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>500-0000</td> <td>SALES</td> <td></td> <td>R</td> <td></td> <td></td> </tr> </tbody> </table>	GL Code	Description	ItemCode	ProjNo	DepthNo	Amount	500-0000	SALES		R		
GL Code	Description	ItemCode	ProjNo	DepthNo	Amount								
500-0000	SALES		R										

OK Close

Press OK to save

Go to Document that listing on document integration (IV, CN...)

For Sample: Invoice Document (IV)

New Invoice - [Next Possible No: I-000006] - ACCBOOK1 - AutoCount Accounting (Ver: 1.8)

Edit Copy Invoice Transfer Document Payment Tools Window

Debtor: 300-0001
Name: Debtor 1
Address:
Branch:

Invoice No: <<New>>
Date: 02/12/2016
Credit Term: C.O.D.
Sales Agent:
Ship via:
Shipping Info:

Can Transfer? ☒

Main More Header External Link Note

Group Total Discount Total Cost

Item ...	Description	Acc. No.	Qty	Proj. No.	Unit ...	Total	GST	Total (ex)	Total (inc)
00001	Item 001	500-0000	1			222.00	222.00	0.00	222.00

Record 1 of 1

Subtotal (ex): 222.00
GST: 0.00
Total: 222.00

After save, proceed with new Invoice

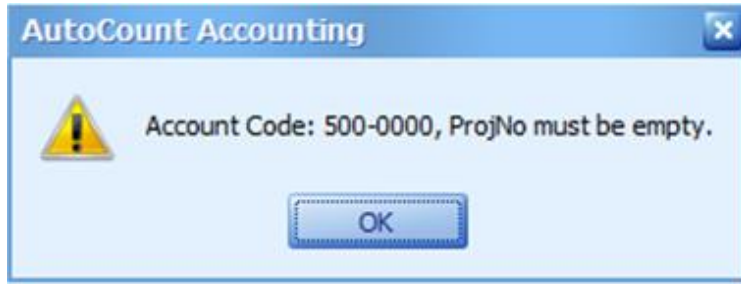
Save Save & Preview Save & Print Cancel

Choose Acc No based on document Integrity GL Code

Proj No must be blank

Results: Allow save

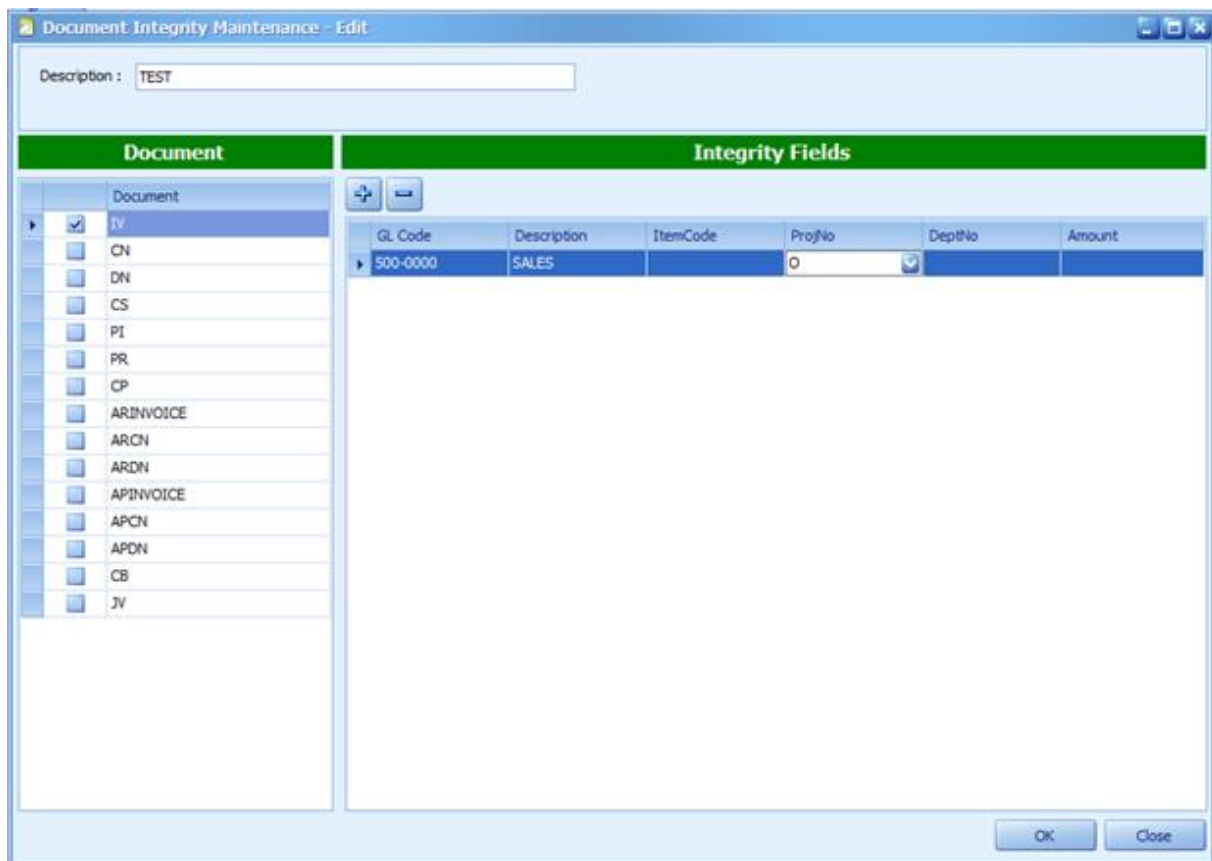
If Project Number is not blank, it will prompt this message below:



3.3.3 Project Number is optional

Document Integrity setting set as below

- Document IV is selected
- Project Number set as optional (O)
- Account Code as 500-0000



Press OK to save

Go to Document that listing on document integration (IV, CN...)

For Sample: Invoice Document (IV)

New Invoice - [Next Possible No: I-000006] - ACCBOOK1 - AutoCount Accounting (Ver: 1.8)

Edit Copy Invoice Transfer Document Payment Tools Window

Debtor: 300-D001
Name: Debtor 1
Address:
Branch:

Invoice No: <<New>>
Date: 02/12/2016
Credit Term: C.O.D.
Sales Agent:
Ship via:
Shipping Info:

Can Transfer? ☒

Main More Header External Link Note

Group Discount Total Cost Show Instant Info

Item ...	Description	Acc. No.	Qty	Proj. No.	Unit ...	Total	GST	Total (ex)	Total (inc)
00001	Item 001	500-0000	1			222.00	222.00	0.00	222.00

Record 1 of 1

Subtotal (ex): 222.00
GST: 0.00
Total: 222.00

After save, proceed with new Invoice

Save Save & Preview Save & Print Cancel

Choose Acc No based on document Integrity GL Code

Proj No either can be blank or not

Results: Allow save

3.3.4 Document Integration Maintenance GL Code is blank

If GL Code is blank, it will check all of the GL Code either you choose what account number in document

For Example:

Document Integrity Maintenance - Edit

Description : TEST

Document	Integrity Fields												
<div>Document</div> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> IV <input type="checkbox"/> DN <input type="checkbox"/> CS <input type="checkbox"/> PI <input type="checkbox"/> PR <input type="checkbox"/> CP <input type="checkbox"/> ARINVOICE <input type="checkbox"/> ARCN <input type="checkbox"/> ARDN <input type="checkbox"/> APINVOICE <input type="checkbox"/> APCN <input type="checkbox"/> APDN <input type="checkbox"/> CB <input type="checkbox"/> JV 	<table border="1"> <thead> <tr> <th>GL Code</th> <th>Description</th> <th>ItemCode</th> <th>ProjNo</th> <th>DepthNo</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>M</td> <td></td> <td></td> </tr> </tbody> </table>	GL Code	Description	ItemCode	ProjNo	DepthNo	Amount				M		
GL Code	Description	ItemCode	ProjNo	DepthNo	Amount								
			M										

Document IV involve

GL Code is blank

Project Number is mandatory

OK Close

New Invoice - [Next Possible No: I-000008] - ACCBOOK1 - AutoCount Accounting (Ver: 1.8)

Edit Copy Invoice Transfer Document Payment Tools Window

Debtor: 300-D001
Name: Debtor 1
Address:
Branch:

Can Transfer? ☒

Invoice No: <<New>>
Date: 02/12/2016
Credit Term: C.O.D.
Sales Agent:
Ship via:
Shipping Info:

Main More Header External Link Note

Group Total Discount Total Cost Show Instant Info

Item Code	Description	Acc. No.	Proj. No.	Qty	Unit Price	Total
00001	Item 001	500-0000		1	22.00	22.00

Either you choose any Acc No, the project number must still have a value (Mandatory)

Record 1 of 1

Subtotal (ex): 22.00
GST: 0.00
Total: 22.00

After save, proceed with new Invoice

Save Save & Preview Save & Print Cancel

3.3.5 Same GL Code but in different status of integrity fields

When different row had taken same GL Code but in different status of integrity fields

Sequence will be M > R > O

For Example:

Document Integrity Maintenance - Edit

Description : TEST

Document		Integrity Field					
<input checked="" type="checkbox"/>	IV	GL Code	Description	ItemCode	ProjNo	DepthNo	Amount
<input type="checkbox"/>	DN	500-0000	SALES		M		
<input type="checkbox"/>	CS	500-0000	SALES		R		
<input type="checkbox"/>	PI						
<input type="checkbox"/>	PR						
<input type="checkbox"/>	CP						
<input type="checkbox"/>	ARINVOICE						
<input type="checkbox"/>	ARCN						
<input type="checkbox"/>	ARDN						
<input type="checkbox"/>	APINVOICE						
<input type="checkbox"/>	APCN						
<input type="checkbox"/>	APDN						
<input type="checkbox"/>	CB						
<input type="checkbox"/>	JV						

Document IV involve

Different status in integrity fields

2 rows with same GL Code

OK Close

Edit Invoice - [I-000006] - ACCBOOK1 - AutoCount Accounting (Ver: 1.8)

Edit Copy Invoice Transfer Document Payment Tools Window

Debtor: 300-D001
Name: Debtor 1
Address:
Branch:

Invoice No: I-000006
Date: 02/12/2016
Credit Term: C.O.D.
Sales Agent:
Ship via:
Shipping Info:

Can Transfer? ☒

Main More Header External Link Note

Group Total Discount

Ite...	Description	Qty	D...	Proj. No.	Unit...	Di...	Total	GS...	GS...	GST	Total (ex)	Total (inc)
0...	Item 001	1		P00001			222.00			0.00	222.00	222.00

System will take the sequence of status while saving

Record 1 of 1

Outstanding: 222.00

Inclusive? ☐ Taxable Amount: 0.00

Subtotal (ex): 222.00
GST: 0.00
Total: 222.00

Save Save & Preview Save & Print Cancel