

mcdds[®]



MCDS GROUP OF COMPANIES

MCDS SOFTWARE (M) SDN BHD (1053297-U)

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Date : 01 October 2014

Appendices

There are a few appendices provided at the last portion of the manual. Some basic code/decode listing is provided as a reference so that user can adapt easily the application of MCDS. Before the user starts to use the system for data entry or mere system inquiry, user is advised to browse through the codes.

Terms Used In This

As the users start to read the user guide, there will be many terms User Guide which users have come across before especially those using Microsoft applications.

Note

This user guide does not attempt to explain the basic terms such as menu options, icons, screens and mouse clicks. For more information on these terms, please refer to the Microsoft Windows manual or other manuals which provide some guides as how to start using a computer.

Menu Selection/Path Selection of menu option is indicated by a series of menu options separated by vertical bars. For example, File | Exit means that users should select File from the main menu and subsequently select the Exit option from the pull-down File menu.

The eDec.Asia Malaysian Customs Declaration System subscription provides you with email and telephone technical support. In addition, your subscription includes 1 year on Up-To-Date information, features and email support on subscribed modules.

Subscription DON'T include the support as following:

- 1) System crash due to computer virus infection.
- 2) Network equipment error (For LAN users).
- 3) Internet connections problem.
- 4) Port (9898, 9595, 7950) Blocked by the Firewall.
- 5) Re-installation required due to computer hardware upgrade or relocation.
- 6) Re-training for the new staffs
- 7) Computer Hardware failure
- 8) Printer malfunction
- 9) Application maintenance (Optimise Database, Purge Database and/or Database maintenance)

Firewall & ports

Following are the information that required to configure the firewall setting. Should you need further clarification please don't hesitated to contact us.

Port need to open in order to run the eDec.Asia customs declaration system

- 1) Port 9898 - Communication port to EDI Server.
- 2) Port 9595 - Auto update communication port & auto update load balancing.
- 3) Port 7950 - Server Load balancing port for fail over prevention.

Following are some information for the destination IP address

Port 9898, 9595, 7950

(103.246.217.25) (103.246.217.24) (103.246.217.23) (1.9.126.254), (202.185.194.10)
(202.185.194.31) (202.185.194.36)(203.189.18.111) (203.189.18.112) (203.189.18.113)



MCDS Weekly Update

**** BEFORE DO ANY WEEKLY UPDATE, PLEASE CLOSE ALL THE MCDS ENGINE**

Please download the weekly on the following link
<http://www.mcDs.com.my>



HOME PRODUCT GST INFO CONTACTS ORDER NOW DOWNLOAD

MCDS CLOUD SERVICES LOGISTICS MANAGEMENT

LOGISTICS

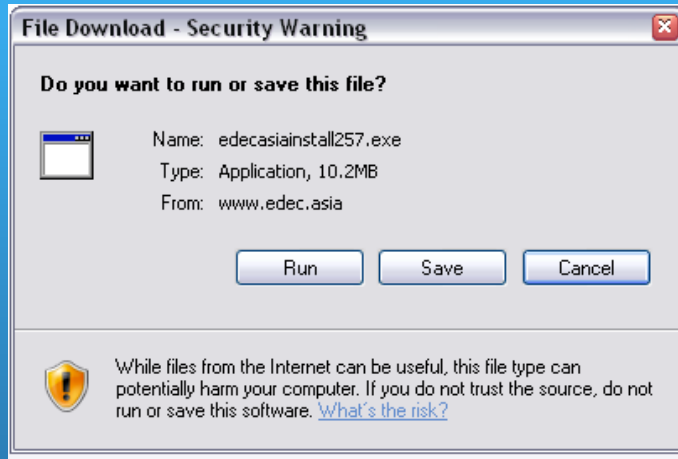
MANAGEMENT SYSTEM

SIDE 1: PATCH 555B MCDS
PATCH RELEASED :
13/10/2014

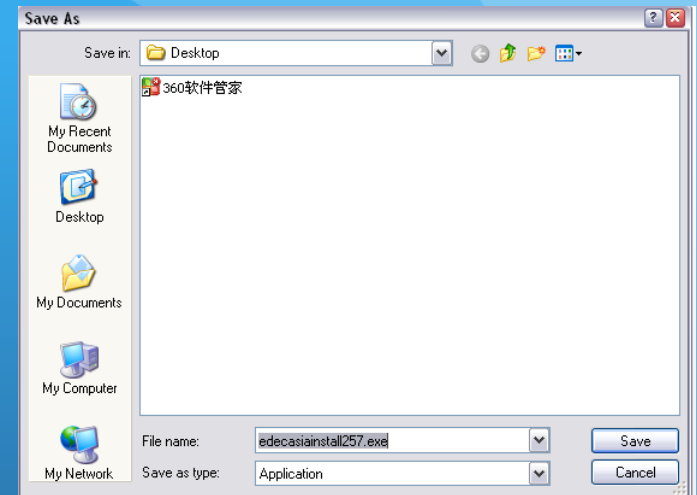
SIDE 2: PATCH 555B MCDS
PATCH RELEASED :
13/10/2014

TECHNICAL USE ONLY

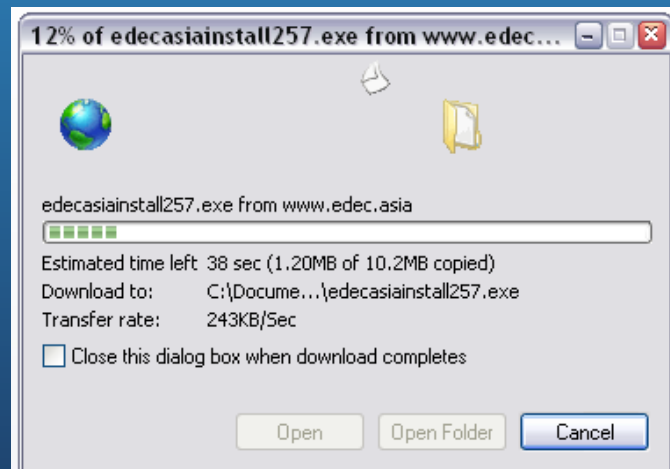
- 1) Please select site 1 or site 2 to download the patch.
(Note: Mirroring for SITE 1 and SITE 2)



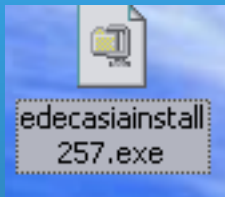
2) Click "SAVE"



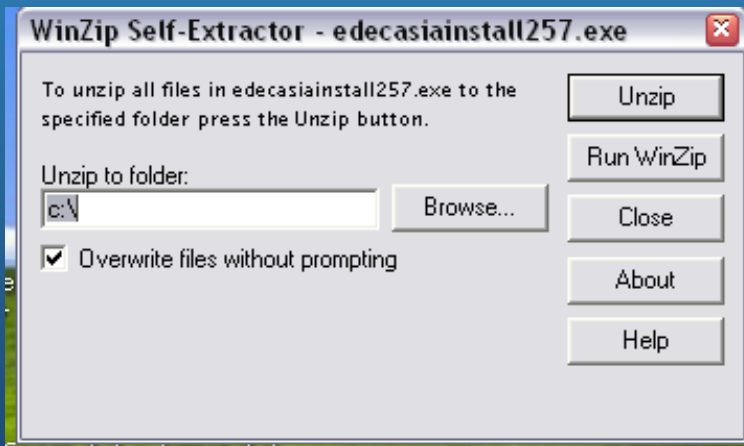
3) Please "SAVE" to Desktop



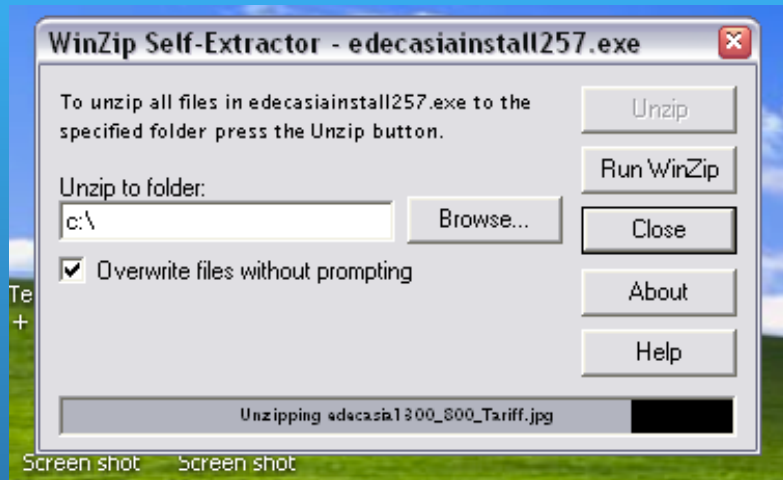
4) Just wait for the file to complete download



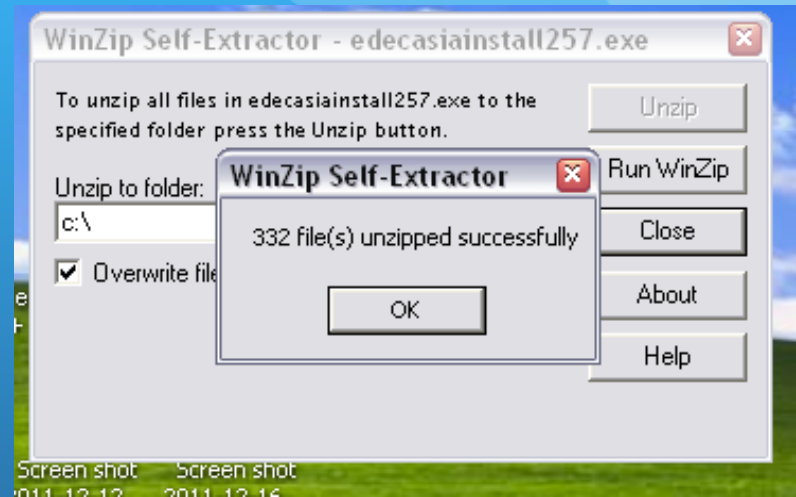
5) Please double click the “EXE”



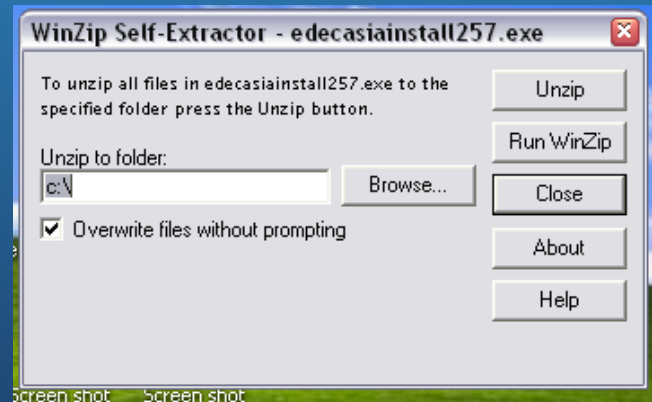
6) Click “Unzip” to start the process



Screen 1

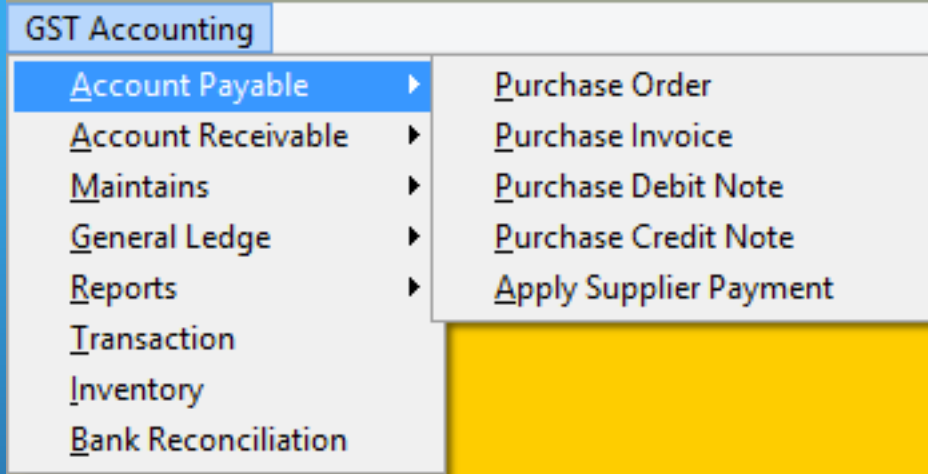


7) Click "OK"



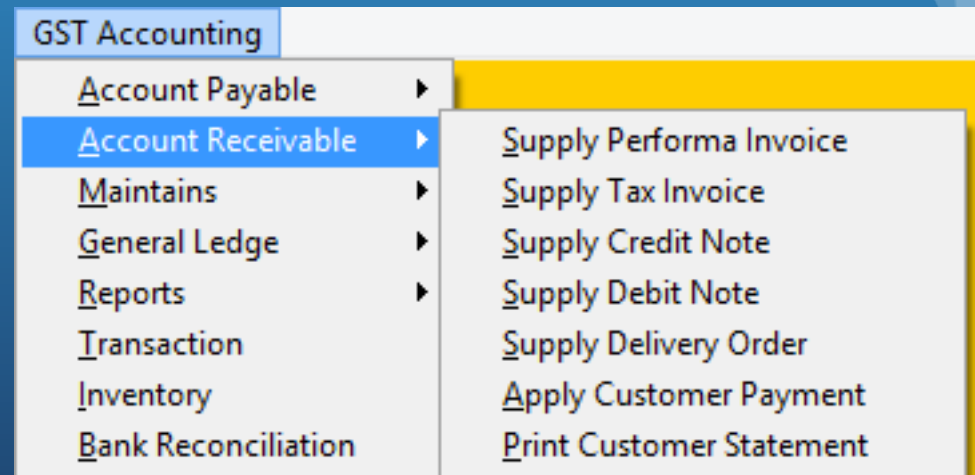
7) Click "CLOSE" to complete the update.

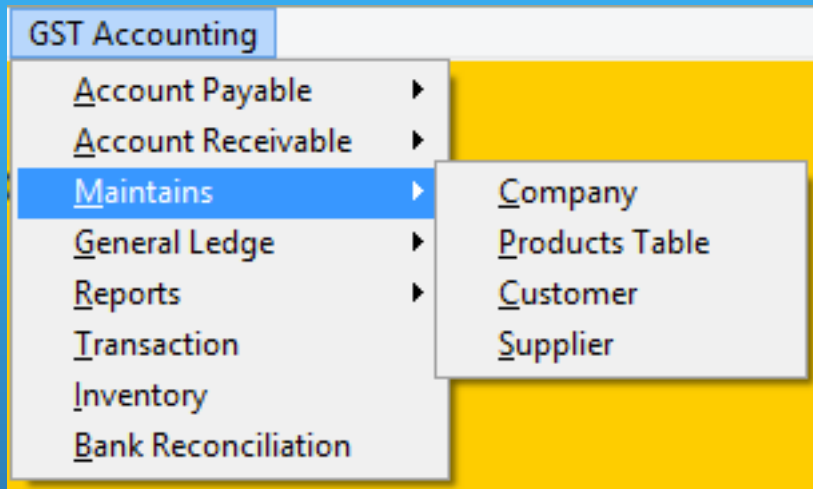
MCDS GST Accounting Module Intro



The Accounts Payable module manages all vendor, invoice and disbursement information. Entry of invoices and the generation of checks are extremely easy and efficient. Our exclusive "toggle" feature enables invoices to be paid by simply checking a box.

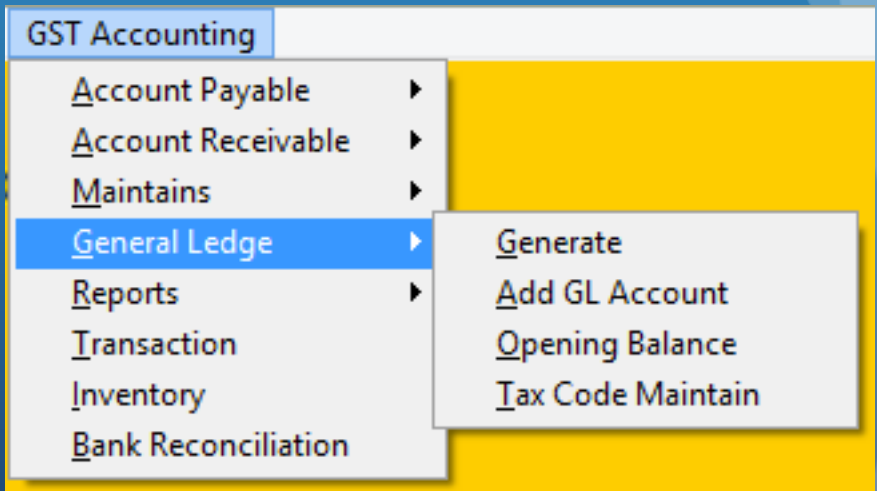
The Accounts Receivable module manages all information relative to customer invoices and payments received. Application of cash is extremely efficient. Our exclusive "toggle" feature enables payments to be applied to invoices by a simple mouse click.

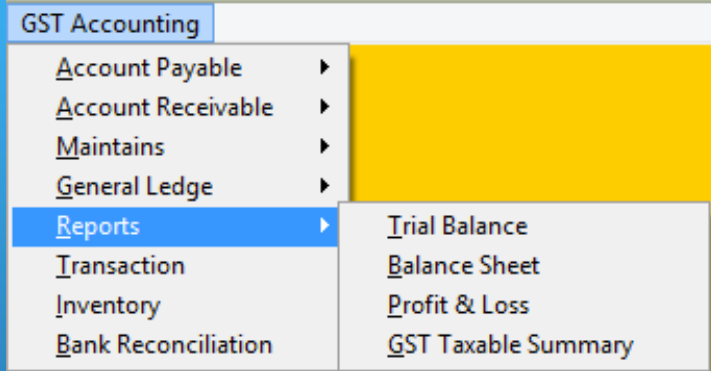




The Maintains module manages all vendor, Customer, Company info and product information. Entry of info and the generation of checks are extremely easy and efficient.

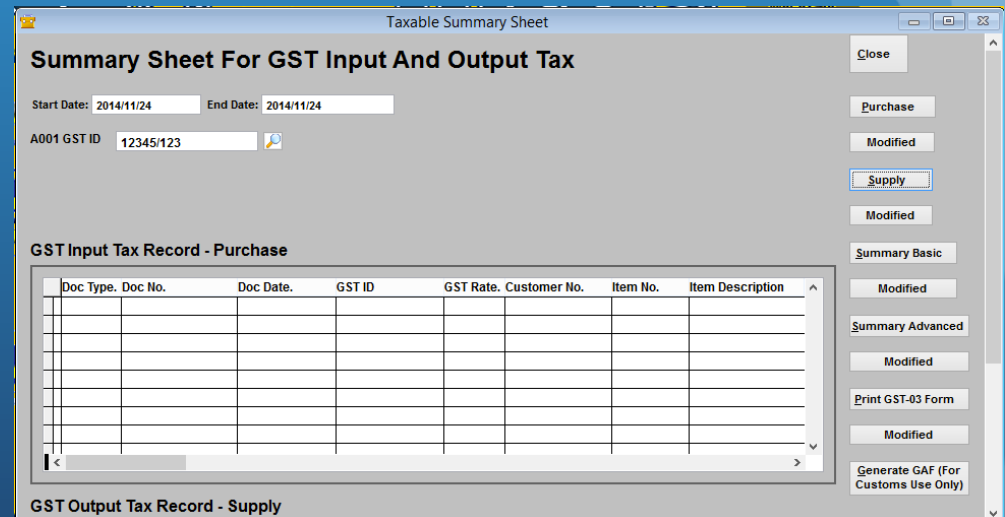
The General Ledger module combines transaction detail from all accounting modules to provide a full snapshot of the company's financial position, as well as a complete audit trail. The module is completely date sensitive. Transactions may be posted to any past, present, or future accounting period.

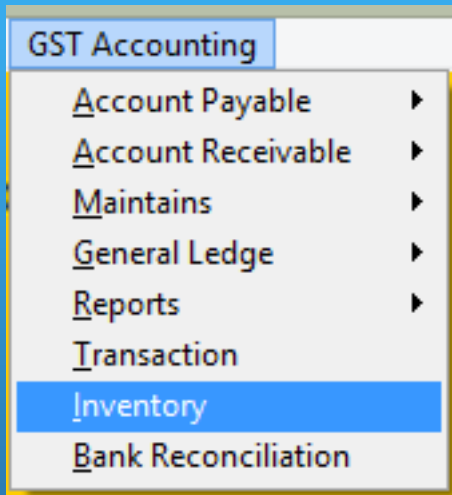




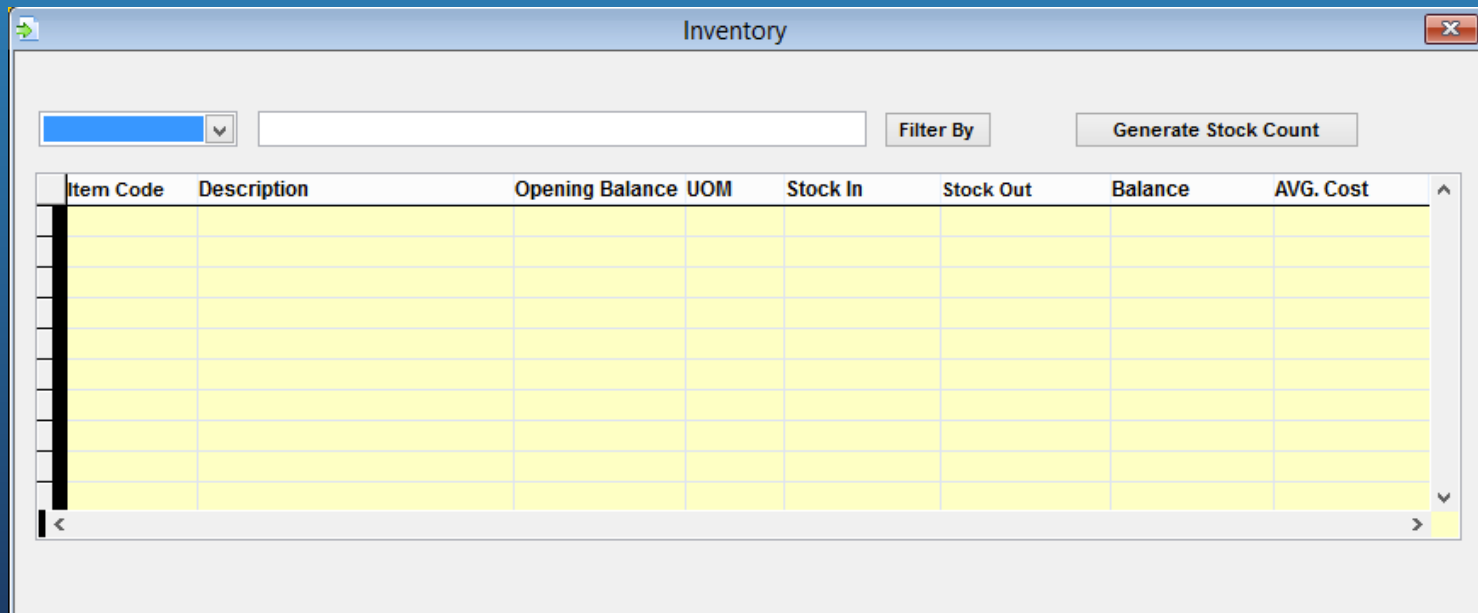
The standard report module combines transaction detail from all accounting modules to provide a full snapshot of the company's financial position, as well as a complete audit trail. The module is completely date sensitive. Transactions may be posted to any past, present, or future accounting period.

The GST Taxable Summary combines transaction detail from all transaction to provide a full snapshot of the company's financial transaction, as well as a complete GAF file audit trail for customs. The module is completely date sensitive. Transactions may be posted to any past, present, or future accounting period.





The standard Inventory module combines transaction detail from all stock movement to provide a full snapshot of the company's stock status, as well as a complete product price. The module is completely date sensitive. Transactions may be posted to any past, present, or future accounting period.



- Account Payable ▶
- Account Receivable ▶
- Maintains ▶
- General Ledger ▶
- Reports ▶
- Transaction
- Inventory
- Bank Reconciliation

[illegible]

Data Entry Example – (MCDS)

Introduction

This chapter provides instruction and illustration that are intended to show common uses of MCDS and provide some basic guidelines for your work. Users will learn how to:

- Start the (MCDS)
- Create new job (invoice & etc)
- Open and view job
- Modify existing job
- Print job
- Search for jobs

Note:

The process flow provided is for Purchase Invoice only. With screen short example, users can follow the same steps for Purchase Order, Credit, Debit, Supply Tax Invoice & etc (MCDS module)

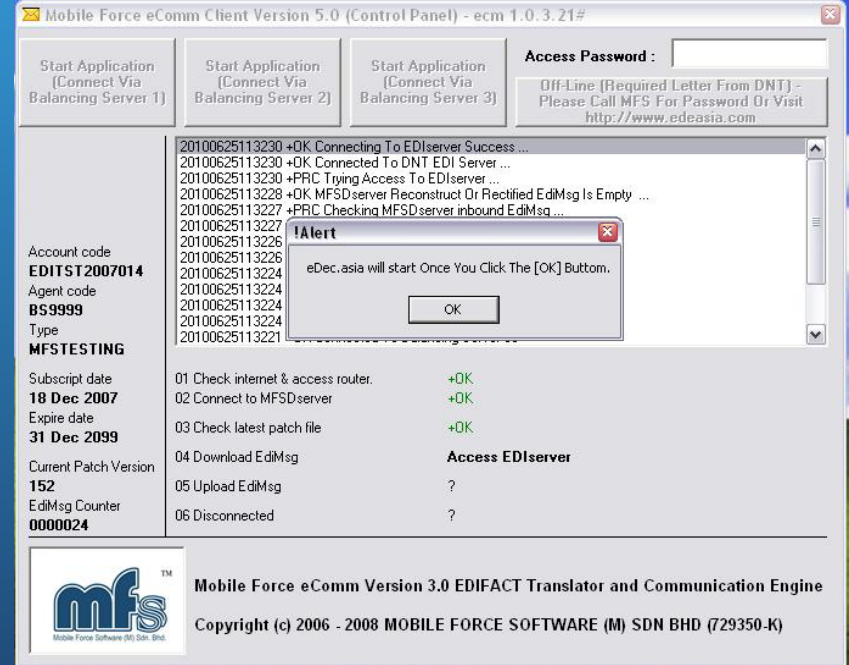
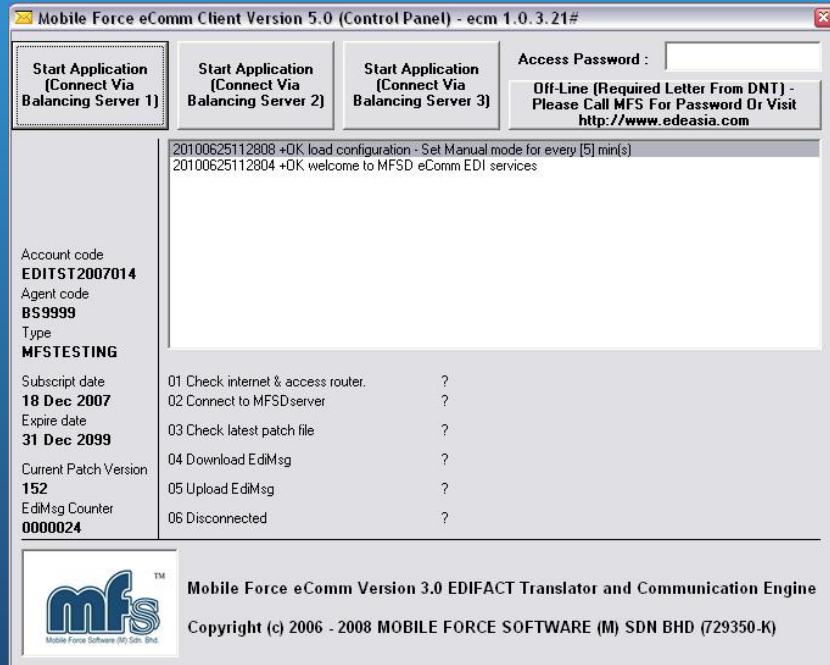
Profile Setup

This section outlines the tasks that you need to perform once you have installed (MCDS), in order to make it ready for use. You should complete the following:

- Plug-in the dongle
- Ensure all the checking is under status OK
- Set up printing requirement
- Download the latest patch if there are pop up show while 3rd checking.

Follow the steps below to start the (MCDS):

1. Select the shortcut MCDS icon on the your Desktop
2. Start application with check all the status.



NOTE:

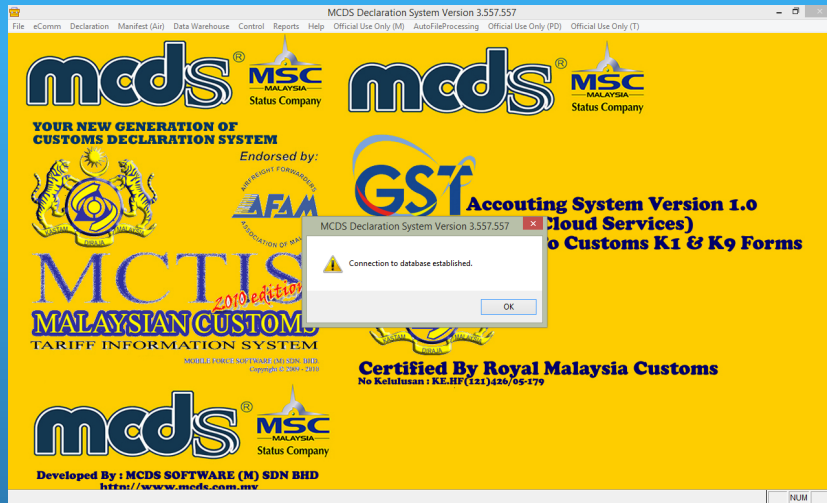
If there are any ERROR during the verification process, for each of the identified cause, please refer to the respective service providers as follows:

check on the number of failure :-

01:- check with Internet Service Provider or Company's IT department for firewall issue.

02:- check with MCDS Software.

03:- update patch. Download the latest patch on <http://www.mcDs.com.my> (Please refer to our next user guide **USER GUIDE FOR UPDATE WEEKLY PATCH**)



Screen 01



Screen 03



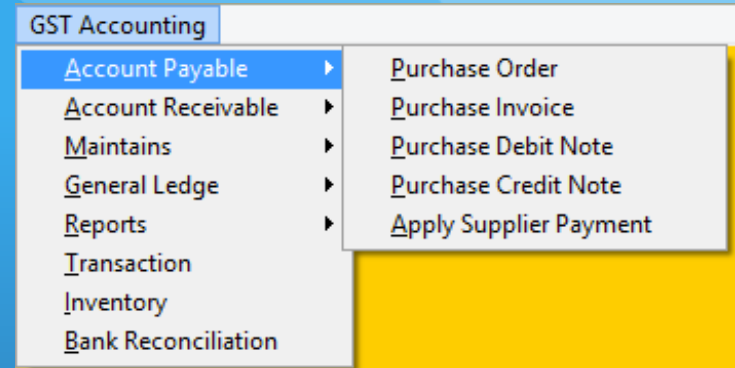
Screen 02

After press on OK button there will request user name & password
(default user name & password is ADMIN)

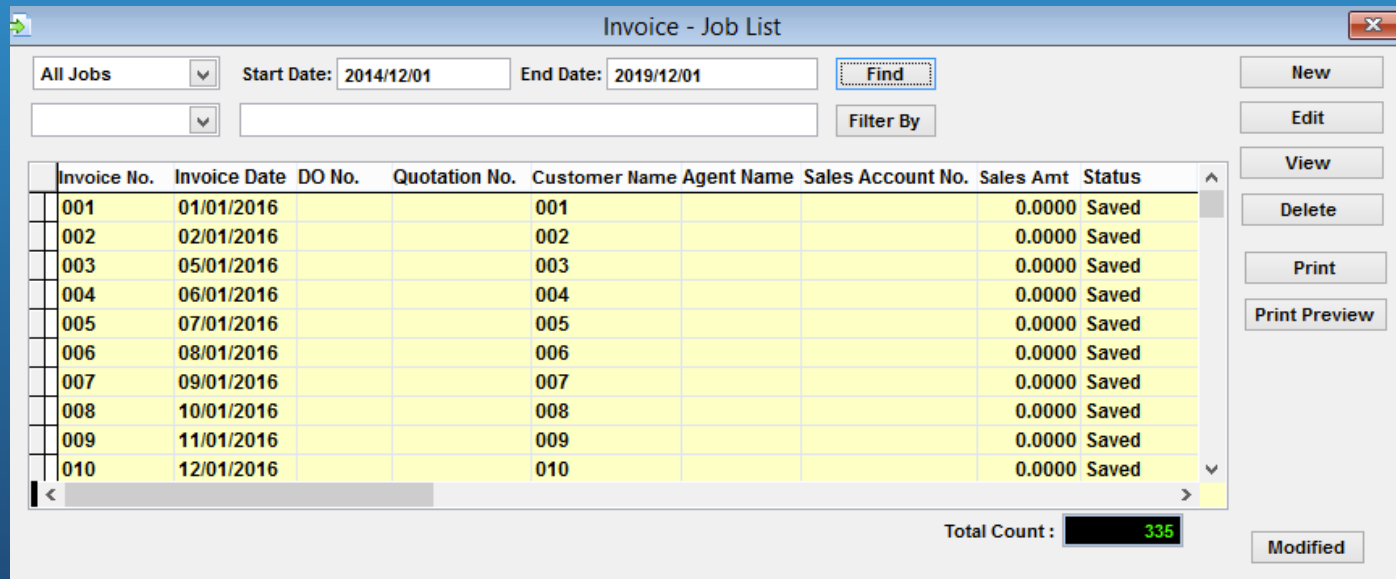
Creating New Declaration

To create a new declaration, follow the outline below:

1. Select module on the main menu
2. Select the module form.
3. Module data entry screen appears.



Screen 01



The screenshot shows a software window titled "Invoice - Job List". It contains a search bar with "All Jobs" selected, and date fields for "Start Date: 2014/12/01" and "End Date: 2019/12/01". There are "Find" and "Filter By" buttons. Below the search bar is a table with the following columns: Invoice No., Invoice Date, DO No., Quotation No., Customer Name, Agent Name, Sales Account No., Sales Amt, and Status. The table lists 10 invoices, all with a status of "Saved". To the right of the table are buttons for "New", "Edit", "View", "Delete", "Print", and "Print Preview". At the bottom right, it shows "Total Count: 335" and a "Modified" button.

Invoice No.	Invoice Date	DO No.	Quotation No.	Customer Name	Agent Name	Sales Account No.	Sales Amt	Status
001	01/01/2016			001			0.0000	Saved
002	02/01/2016			002			0.0000	Saved
003	05/01/2016			003			0.0000	Saved
004	06/01/2016			004			0.0000	Saved
005	07/01/2016			005			0.0000	Saved
006	08/01/2016			006			0.0000	Saved
007	09/01/2016			007			0.0000	Saved
008	10/01/2016			008			0.0000	Saved
009	11/01/2016			009			0.0000	Saved
010	12/01/2016			010			0.0000	Saved

Screen 02

Data Entry Details

This subsection will list the data entry details for each of the screens. However, only snapshots of Purchase Invoice MCDS will be captured as a reference.

Module Header Screen

This screen provides general information of the declaration

This screen is applicable for Purchase Order, Credit, Debit, Supply Tax Invoice & etc (MCDS module)

Invoice - Job List

All Jobs Start Date: 2014/12/01 End Date: 2019/12/01

Invoice No.	Invoice Date	DO No.	Quotation No.	Customer Name	Agent Name	Sales Account No.	Sales Amt	Status
001	01/01/2016			001			0.0000	Saved
002	02/01/2016			002			0.0000	Saved
003	05/01/2016			003			0.0000	Saved
004	06/01/2016			004			0.0000	Saved
005	07/01/2016			005			0.0000	Saved
006	08/01/2016			006			0.0000	Saved
007	09/01/2016			007			0.0000	Saved
008	10/01/2016			008			0.0000	Saved
009	11/01/2016			009			0.0000	Saved
010	12/01/2016			010			0.0000	Saved

Total Count : 335

Modified

New Edit View Delete Print Print Preview

Screen 01

New Jobs	▼	Start Date: 2014/12/01	End Date: 2014/12/01	Find
	▼			Filter By

Screen 01

1. Screen 01 can be use to locate the job status or filtration process. Further info may refer to screen 02 & 03

	Filter By
Inv. No.	
DO No.	DO No.
Quota. No.	Quotation No.
Cust. Name	Supplier Name
Agent Name	Agent Name
Acct. No.	Sales Account M
Status	

Screen 02

New Jobs	▼
New Jobs	
Saved Jobs	
All Jobs	

Screen 03

New

Edit

View

Delete

Print

Print Preview

Colum name	Description
NEW	Create new job
EDIT	Edit Save job
VIEW	View all job status
DELETE	Delete saved / NEW job
PRINT	Print Job
PRINT PREVIEW	Print Preview job

Column 01



With this icon user can bring out the particular table

1) To create the new job please click “NEW”

Invoice

SaveClose

INVOICE

A001 Invoice Number *001

A002 Date *2016/01/01

A003 D.O. No.

A004 Quotation No.

A005 GST ID12345/123

A006 GST Tax Rate006.000 %

A007 K1/K9 Registration Number.

A007 K1/K9 Job No.

A008 Exchange RateMYR0000001.0000

STATUS

Saved

Supplier Info.

B001 Supplier No.001Add Supplier

B002 Supplier Name.001

B003 Invoice To :-001

B004 Deliver To :-001

Screen 01

[illegible]

Screen 02

Invoice Details Level 1 List - F2 - Save , F4 - Close

Invoice Details

Save Close

H001 Item No.	<input type="text"/>	Add Product
H002 Description	<input type="text" value="PURCHASE ITEM A"/>	
H003 Location	<input type="text"/>	
H004 Shelf No.	<input type="text"/>	
H005 Quantity	<input type="text" value="0000001.0000"/> / <input type="text" value="UNT"/>	UNIT
H006 Unit Price	<input type="text" value="00000010000.00"/>	
H007 Amount	<input type="text" value="00000010000.00"/>	<input type="button" value="Calc. Amount"/>
H008 A/C No.	<input type="text"/>	
H009 Tax	<input type="text" value="TX"/>	Purchases with GST incurred at 6% and directly attributable to taxable supplies.
H010 Tax Rate	<input type="text" value="006.000"/> <input type="checkbox"/> Capital Goods	
H011 Exchange Rate	<input type="text"/>	<input type="text"/>

Discount

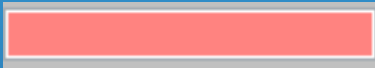
Screen 03



User can bring out the particular table with this icon. (User are able to click “↓” to bring out the particular table.)



Yellow colour field is a mandatory



A mandatory field have been miss out

Add Supplier

Add Product

Add Customer

User can store their info through the “ADD” features and easily locate the info from the database.

Add

Edit

Delete

View

1. To add-in item, & etc... please click “ADD ”
2. To edit item, & etc... please click “ EDIT ”
3. To delete item, & etc... please click “ DELETE ”
4. To view item, & etc... please click “ VIEW ”

Import Details Items
from K1/K9

Save

Close

- 1) To import the job detail from K1/K9 please click “ Import Detail Items From K1/K9”
- 2) To save the job click “ SAVE”
- 3) To exit without changes click “CLOSE”

Please check on the status to identical the job status

Invoice - Job List

All Jobs Start Date: 2014/12/01 End Date: 2019/12/01

Invoice No.	Invoice Date	DO No.	Quotation No.	Customer Name	Agent Name	Sales Account No.	Sales Amt	Status
001	01/01/2016			001			0.0000	Saved
002	02/01/2016			002			0.0000	Saved
003	05/01/2016			003			0.0000	Saved
004	06/01/2016			004			0.0000	Saved
005	07/01/2016			005			0.0000	Saved
006	08/01/2016			006			0.0000	Saved
007	09/01/2016			007			0.0000	Saved
008	10/01/2016			008			0.0000	Saved
009	11/01/2016			009			0.0000	Saved
010	12/01/2016			010			0.0000	Saved

Total Count : 335

Modified

New Edit View Delete Print Print Preview

STATUS NAME	Description
NEW	NEW JOB CREATED
SAVE	SAVED JOB

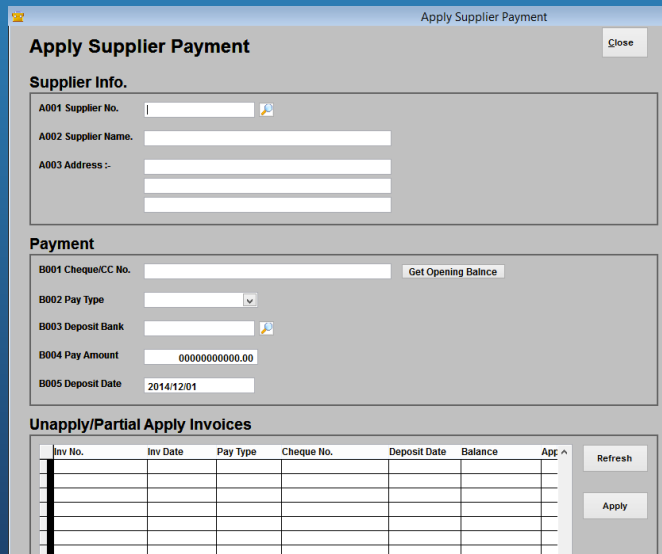
Data Entry Details

This subsection will list the data entry details for each of the screens. However, only snapshots of Apply Supplier Payment will be captured as a reference.

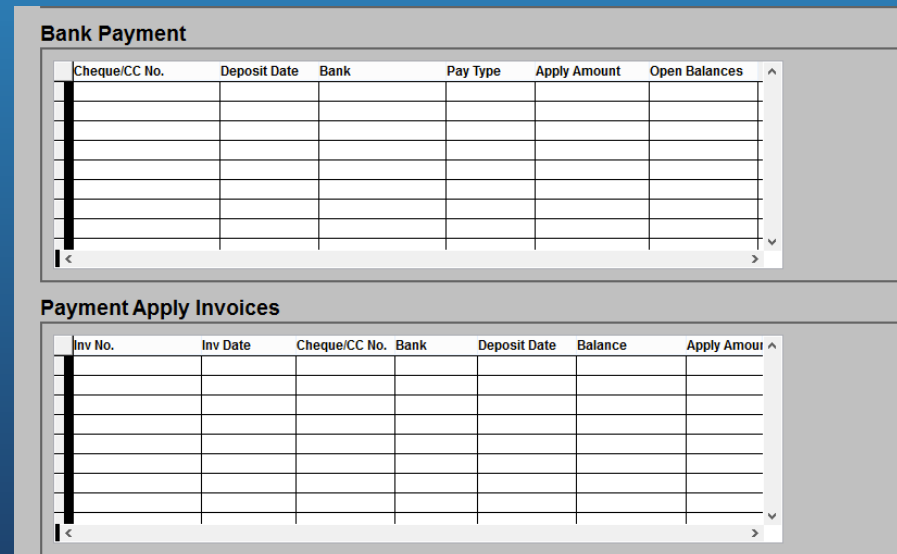
Module Header Screen

This screen provides general information of the declaration

This screen is applicable for Apply Customer Payment (MCDS module)



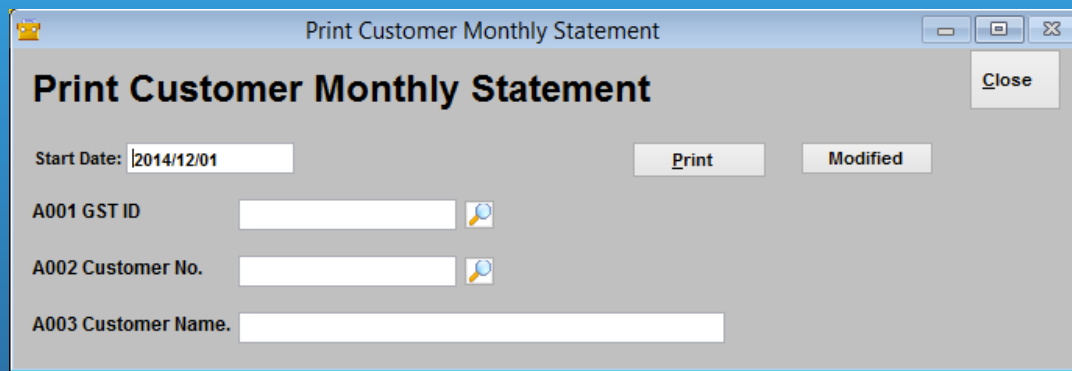
Screen 01



Screen 02

Other Module Header Screen

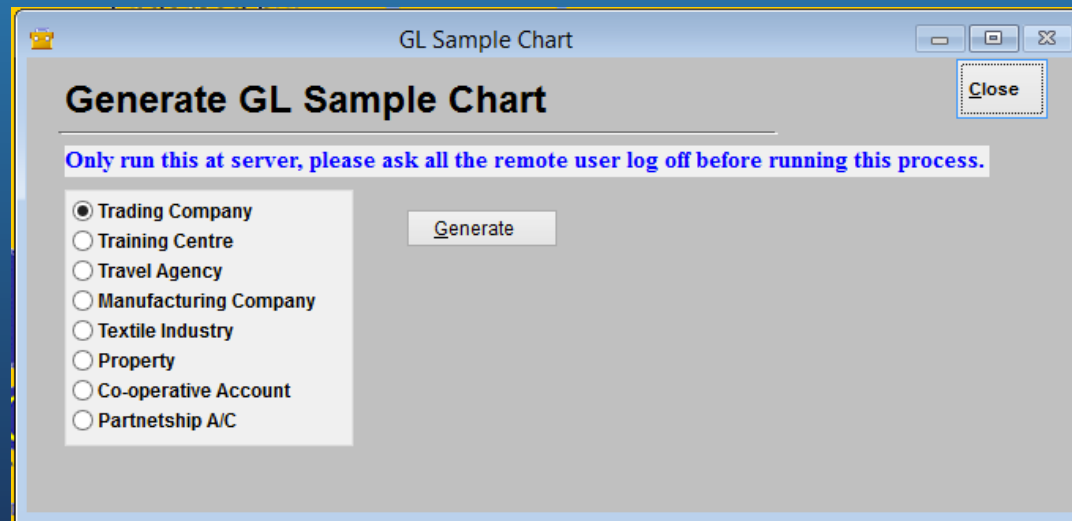
This screen provides general information of the module



The screenshot shows a window titled "Print Customer Monthly Statement". It has a title bar with standard Windows controls (minimize, maximize, close). The window content includes a title "Print Customer Monthly Statement" and a "Close" button. Below the title, there is a "Start Date:" label followed by a text box containing "2014/12/01". To the right of the text box are "Print" and "Modified" buttons. Further down, there are three input fields: "A001 GST ID" with a search icon, "A002 Customer No." with a search icon, and "A003 Customer Name." with a text box.

The Print Customer Monthly Statement

Generate
GL Sample
Chart



The screenshot shows a window titled "GL Sample Chart". It has a title bar with standard Windows controls (minimize, maximize, close). The window content includes a title "Generate GL Sample Chart" and a "Close" button. Below the title, there is a blue text box with the instruction: "Only run this at server, please ask all the remote user log off before running this process." Below this, there is a list of radio button options: "Trading Company" (selected), "Training Centre", "Travel Agency", "Manufacturing Company", "Textile Industry", "Property", "Co-operative Account", and "Partnership A/C". To the right of the list is a "Generate" button.

Other Module Header Screen

This screen provides general information of the module

Add GL Accounts Close

A001 Account No.

A002 Description

A003 Type

A004 Opening Debit (*)

A005 Opening Credit (*)

A006 Main Account

Purchase Tax Code Refresh

Acct No.	Type	Opening Debit	Opening Credit
1000/000	A	0.0000	0.0000
1050/000	R	888.8800	999.3300
2000/000	D	0.0000	0.0000
2000/100	D	0.0000	0.0000
2000/105	D	118.0000	223.0000
2000/200	D	0.0000	0.0000
2000/205	D	0.0000	0.0000
2000/300	D	0.0000	0.0000
2000/305	D	0.0000	0.0000

Add

Add Generate GL Account

Set / Edit Opening Balances Close

A001 Account No.

A002 Description

A004 Opening Debit (*)

A005 Opening Credit (*)

Update (*)

Purchase Tax Code Refresh

Acct No.	Type	Opening Debit	Opening Credit
1000/000	A	0.0000	0.0000
1050/000	R	888.8800	999.3300
2000/000	D	0.0000	0.0000
2000/100	D	0.0000	0.0000
2000/105	D	118.0000	223.0000
2000/200	D	0.0000	0.0000
2000/205	D	0.0000	0.0000
2000/300	D	0.0000	0.0000
2000/305	D	0.0000	0.0000

Set / Edit Opening Balance

Tax Code / Account Maintenance Close

☒ Purchase
☐ Supply

A000 Document Type:

A001 Purchase Tax Code:

A002 Supply Tax Code:

A003 Debit Account No.:

A004 Credit Account No.:

Insert Update

Purchase Tax Code

Doc. Type	Description	Code	Debit Account No.	Debit Acc. Desc.	Credit Account No.	Credit Acc. ^	Delete
PCDN	Purchase Credit Note	GP	1050/000	Retained Earning	3040/000	Deposit & F	
PDBN	Purchase Debit Note	BL	3005/000	Other Debtors	3010/000	Bank	
PINV	Purchase Invoice	TX	2010/000	Goodwill	4005/000	Other Cred	
PINV	Purchase Invoice	IS	2000/205	Accum. Depr.-Furniture	6020/000	Stock At En	

Supply Tax Code

Doc. Type	Description	Code	Debit Account No.	Debit Acc. Desc.	Credit Account No.	Credit Acc. ^	Delete
SINV	Supply Tax Invoice	DS	2000/300	Office Equipment	3040/000	Deposit & F	

Tax Code / Account Maintenance

Trial Balance Close

End Date:

A001 GST ID:

Print

Modified

Trial Balance

Balance Sheet Close

End Date:

A001 GST ID:

Print

Modified

Balance Sheet

Profit and Loss Close

End Date:

A001 GST ID:

Print

Modified

Profit and Loss

Transactions - Job List

Trans. No. Filter By

Transaction No.	Status
2	Saved
TESTT2	Saved

Total Count : 2

New Edit View Delete

The Transaction module manages quick entry. Example: depreciation, normal expenses & etc

Transactions

TRANSACTIONS

A001 Transaction No. * 2

Details Item 1 9999 STATUS Saved

No.	Date	A/C No.	Reference No.	Description	Debit	Credit
1	27/10/2014	2000/000	TFHFHFH	GFHFGHFGFH	0	9

Add Edit Delete View

Screen 01

Transaction Details Level 1 List - F2 - Save , F4 - Close

Transactions Info.

B001 Date * 2014/10/27

B002 Account No. 2000/000

B003 Reference No. TFHFHFH

B004 Description GFHFGHFGFH

B005 Debit 00000000000.00

B006 Credit 00000000009.00

Save Close

Screen 02



Sample Invoice

MCDS SOFTWARE (M) SDN. BHD.
 39-03-01, LORONG BATUNILAM 1A,
 BANDAR BUKIT TINGGI
 41200 KLANG
 GST ID : 12345/123

Page No : 1 of 1

Tax Invoice

Billing Address					Delivery Address				
ABC COMPANY 0001, JALAN 123 SELANGOR MALAYSIA					WAREHOUSE LOT 1 FDSSADFS FDFSDFD				
Customer Account	Sales Executive	Currency Rate		Name	Invoice No.	Invoice Date			
ABC123		0.0000 /		SUPER	0001	01/01/2016			
No	Description	Qty	Price/Unit	Discount	Sub-Total	Total Excl. GST (RM)	GST Amt @ 6.00% (RM)	Total Incl. GST (RM)	Tax Type
1	SUPPLY ITEM A1	1.00 UNT	10000.00	0.00	10000.00	10000.00	600.00	10600.00	SR
Payment Terms 0 Days					10000.00	10000.00	600.00	10600.00	