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1 Introduction

mySOFT Accounting System (myACC) offer a new way to computerized accounting system for small and medium business. myACC is not modeled on any previous accounting program. The concept of myACC is giving flexibility and simple in use. User may change, adjust and audit recorded transaction any time and myACC will automatically calculated all related cost and expense. myACC already included with all common module which others product had. Such as purchase order, receiving items, sales order, sales invoicing, discount, adjustment, fund management, etc. But in myACC you will find many useful feature which will help you manage your transaction, minimizing loss which causes by human error, make a better service to your customer, and etc.

Some features below that already included in myACC which are unique compare to other products:

- Customer Credit Limit. myACC will prevent user from issuing invoices to customers which are already over its credit limit.
- Customer Over Due. Similar to credit limit, customers which not pay debt after due date will be blocked from issuing invoice.
- Prevent double printing invoice, to minimize cheating of employee.
- Prevent selling items below unit cost.
- Items reserved. Reserved some items to make sure you always have enough stock to deliver to customer.
- Issuing invoice and deliver items partially. This is very useful if you have issuing invoice but not enough to deliver at once.
- Picking delivery. Useful to help collecting items in warehouse.
- On-transit items. Items that already sent by vendors but not reach your warehouse. You will always know how many items still on transit.
- Manage two types of items balance: item balance and item on-hand. Item balance is inventory end-balance according to accounting transaction. Item On-Hand is inventory end-balance according to inventory physical movement.
- Multi currency feature.
- Multi warehouse feature.
- Tracing items movement by its serial number. Using this feature, you must entering serial number of each items transactions.
- Control expired date of some selected goods. This will help you to control which items must be sent out first to customer.
- Some analyze features, such as which items need to order, which items had not sold in a giving time period, which customer have no transaction in a giving time period. which are profitable items, which are profitable customer, etc

mySOFT will always improve the ability of myACC and will always add many useful features to help users in using of mySOFT product. You will always find new minor or mayor update of our product on our website (<http://www.mysoft-intl.com>)

1.1 Hardware Requirement

The mySOFT Accounting System Program is an integrated administration program that may run by multi user (network) with Windows 2000/XP. mySOFT Accounting System may run under windows network environment or a single computer.

Minimum available computer peripheral if runs in a stand alone computer (single user) are:

- Pentium 4 or above
- Memory 256 MB minimum, 512 MB recommended
- VGA Monitor with 1024 x 768 resolution
- Printer
- Windows XP/2003/VISTA Operation System

If the program runs in a network environment, the network system used was:

- For client computer: Minimum Pentium Celeron 3.0Ghz computer
- For server computer: Pentium 4 or above
- Memory 256 MB minimum, 512 MB Recommended
- VGA Monitor with 1024 x 768 resolution
- Windows XP/2003/Vista Network
- LAN: 100M BPS
- Printer

And for optional equipment, but better be provided are:

- UPS (Uninterruptible Power Supply)
- Backup Media whether it is USB FlashDisk or other backup media

Database requirement:

- mySQL 5.xx or above. mySOFT package does not include mySQL database. you need to install mysql manually.

The mySOFT Accounting System Program is a 32 bit Windows application, and it will not be run in windows 98 or earlier.

1.2 Install mySQL

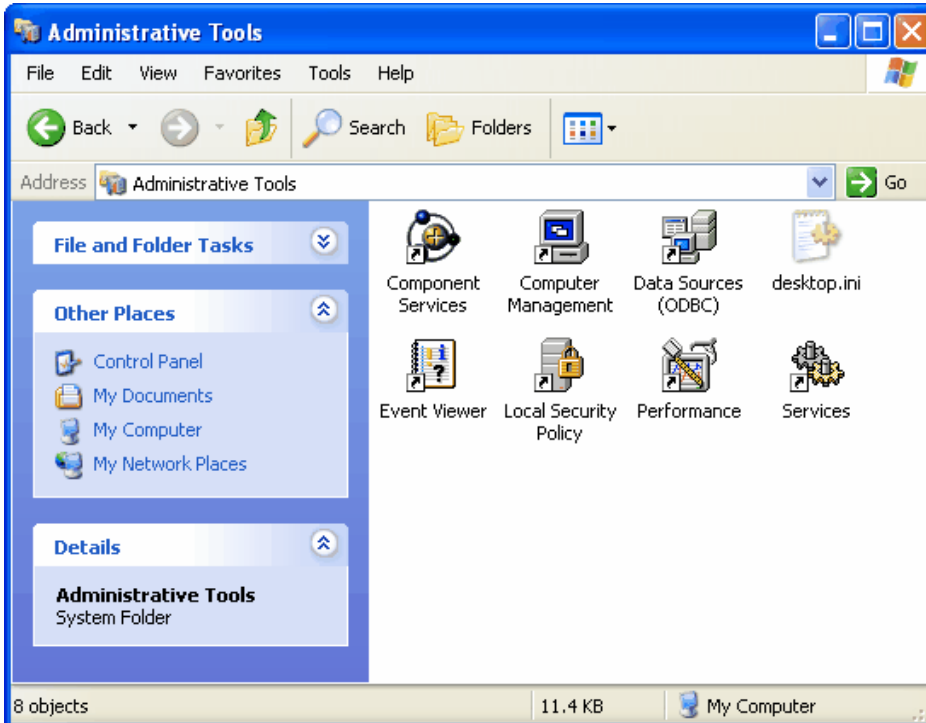
mySOFT Accounting System (myACC) use mySQL database version 5.xx or above. Before running or installing myACC, you need to install mySQL first. If you already have installed mySQL 5.xx, then you can skip this step. If you want to download and install mysql 5.xx automatically, then skip this section and jump to section Running myACC For First Time.

Checking for installed MySQL

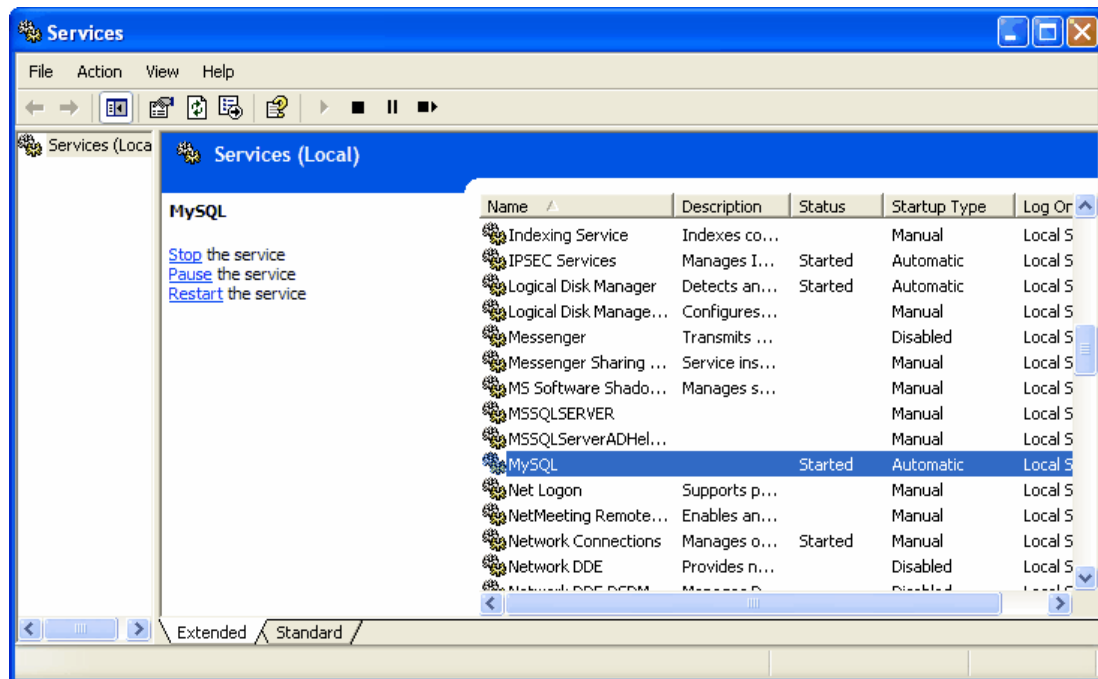
To check if MySQL 5.xx already installed, click START button and open control panel window.



- click administrative tools icon



- click Services icon.

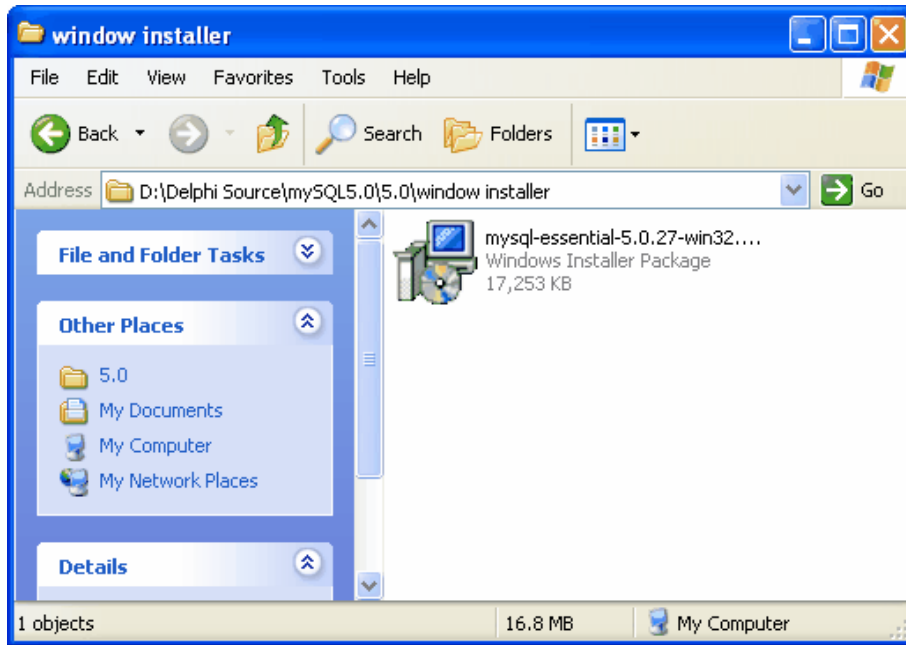


- scroll pointer and search "mysql" name in column of 'Name'. Check if the status is 'Started'. If started, that means mysql already installed and running under your computer and no need to install again. Make sure that installed mysql is version 5.xx or above.

Installing a new fresh mysql 5.xx

mySOFT Accounting System package does not include mysql database installer. You can order and download mysql 5 from www.mysql.com. See the user license agreement of using mysql. Before starting installing mysql 5.xx, please make sure you have allowing port 3306 in your computer firewall setting. If you are not experience in mysql, then turn off your firewall.

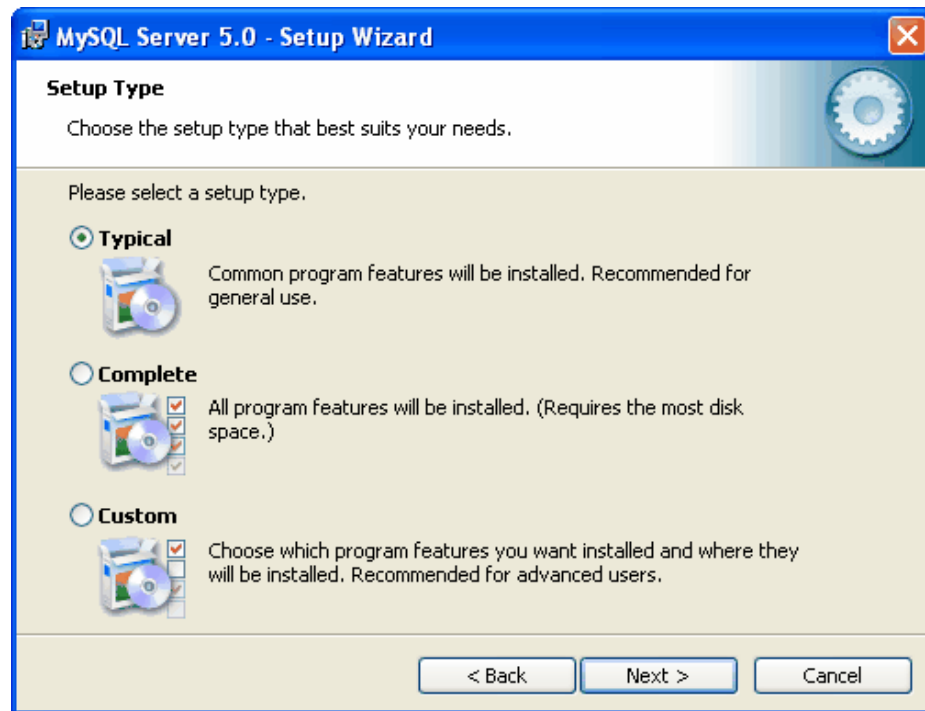
- Click mysql-essential-5.xx to start installing mysql 5.



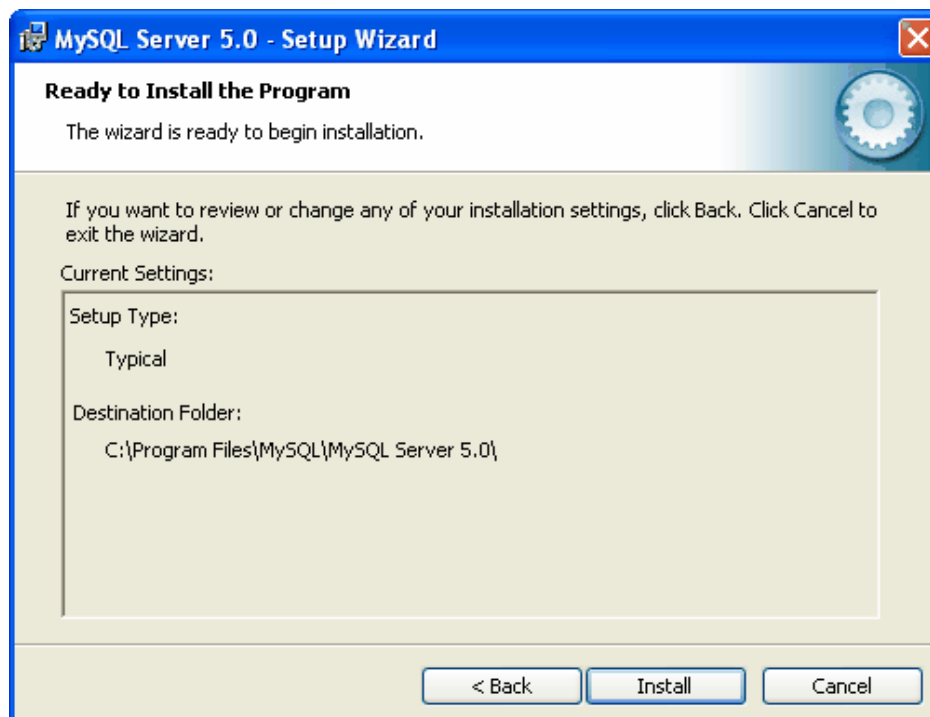
- The screen will pop-up installation window.



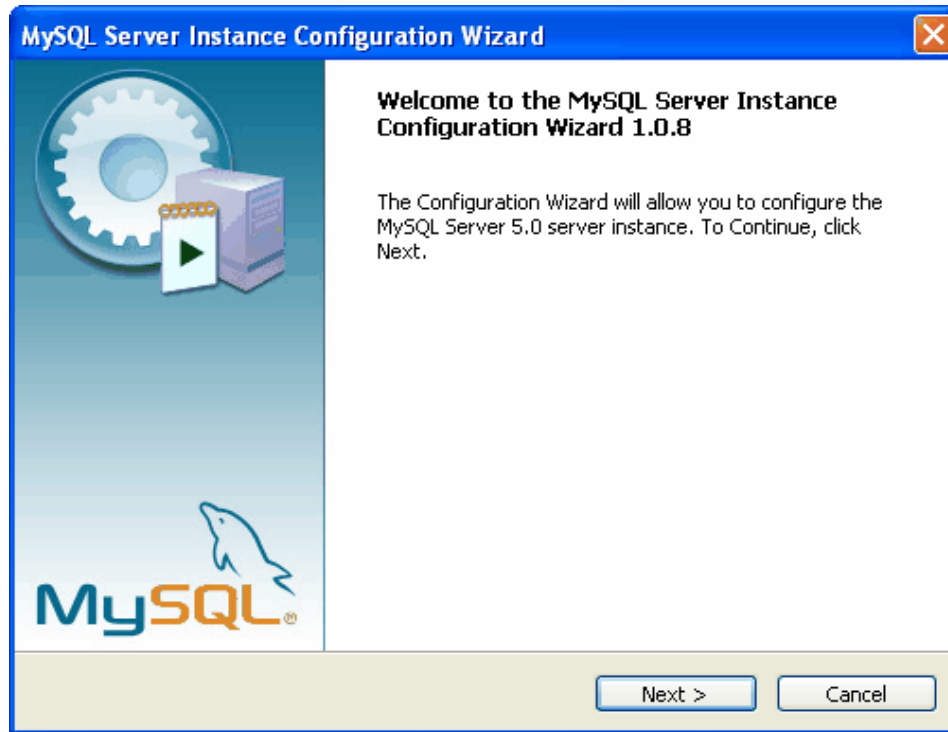
- click NEXT button.



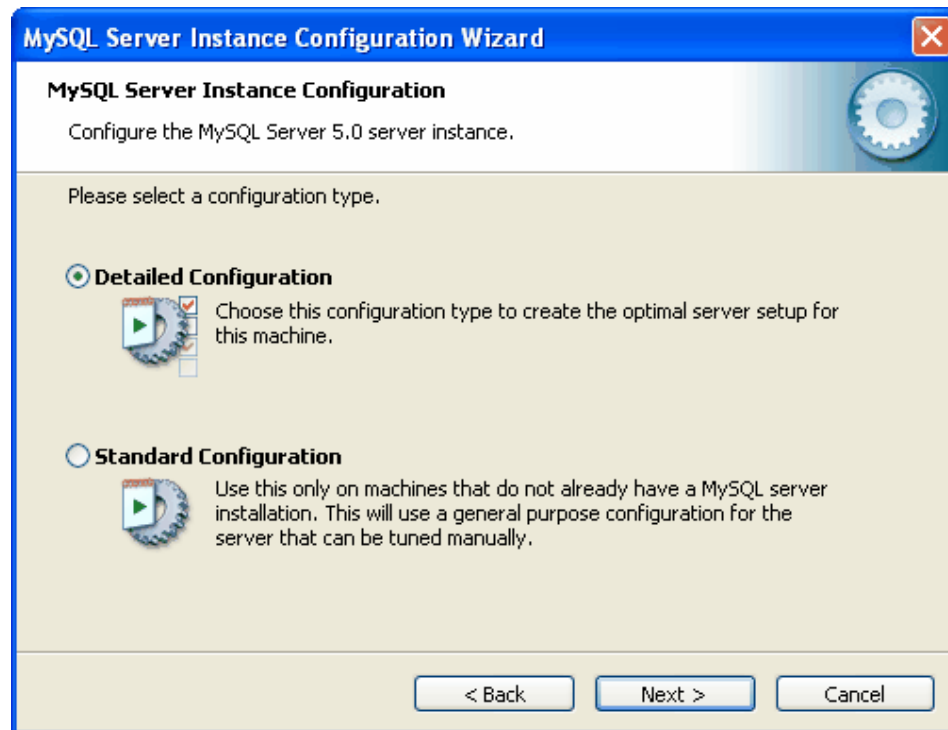
- Choose TYPICAL and click NEXT button



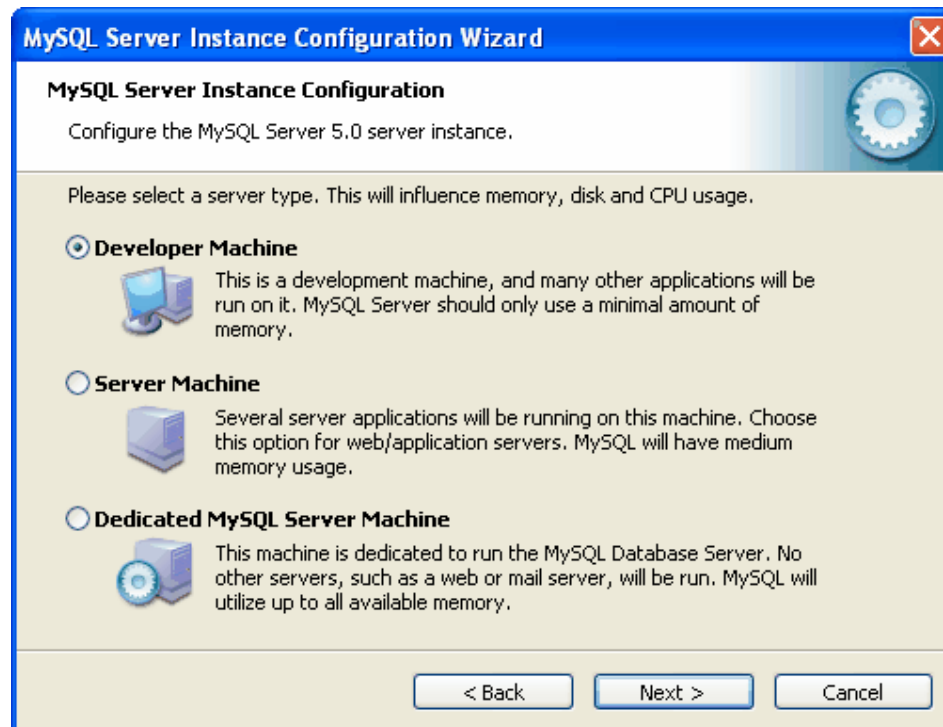
- Click INSTALL button. MySQL will start installing to your computer. Click FINISH button when installation is completed.
- Next, the screen will pop-up configuration window.



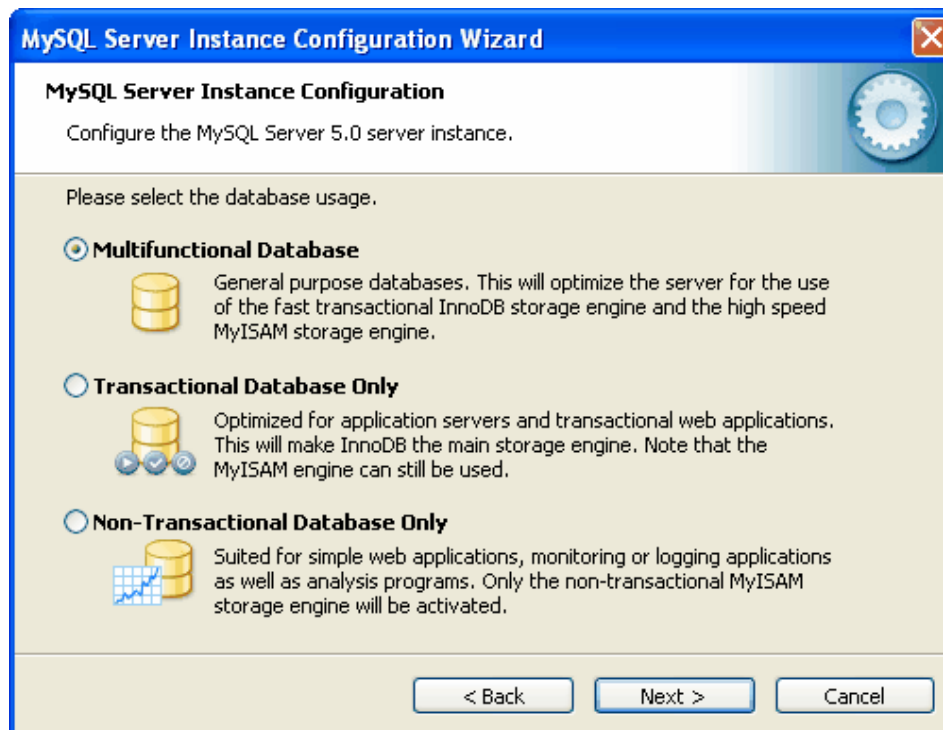
- click NEXT button to start configure installed mysql.



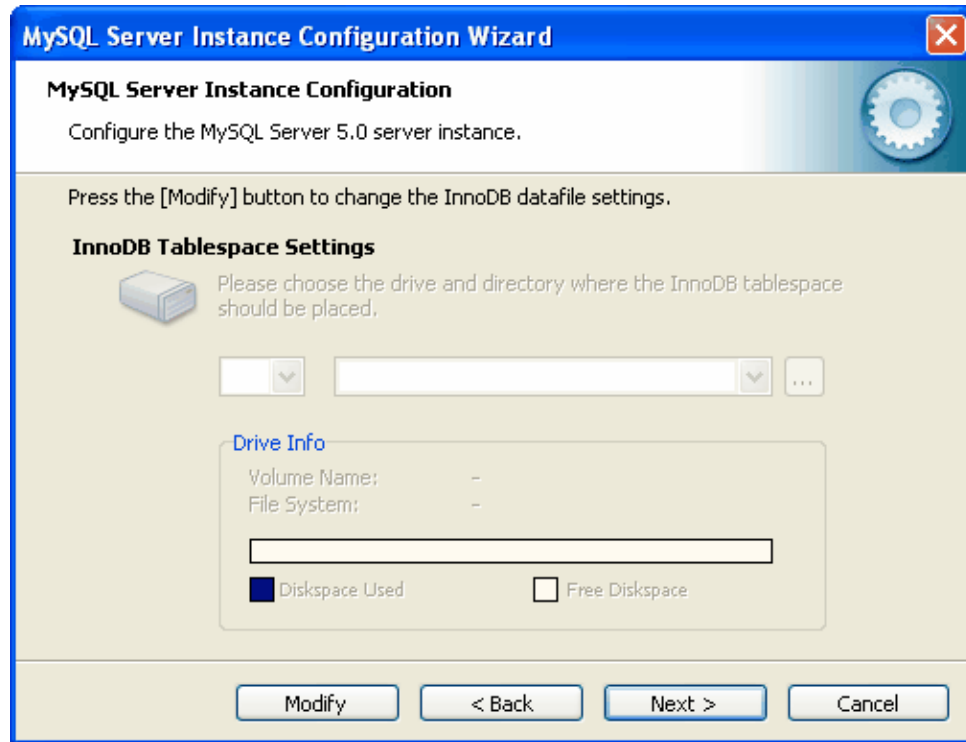
- Choose DETAILED CONFIGURATION and click NEXT button



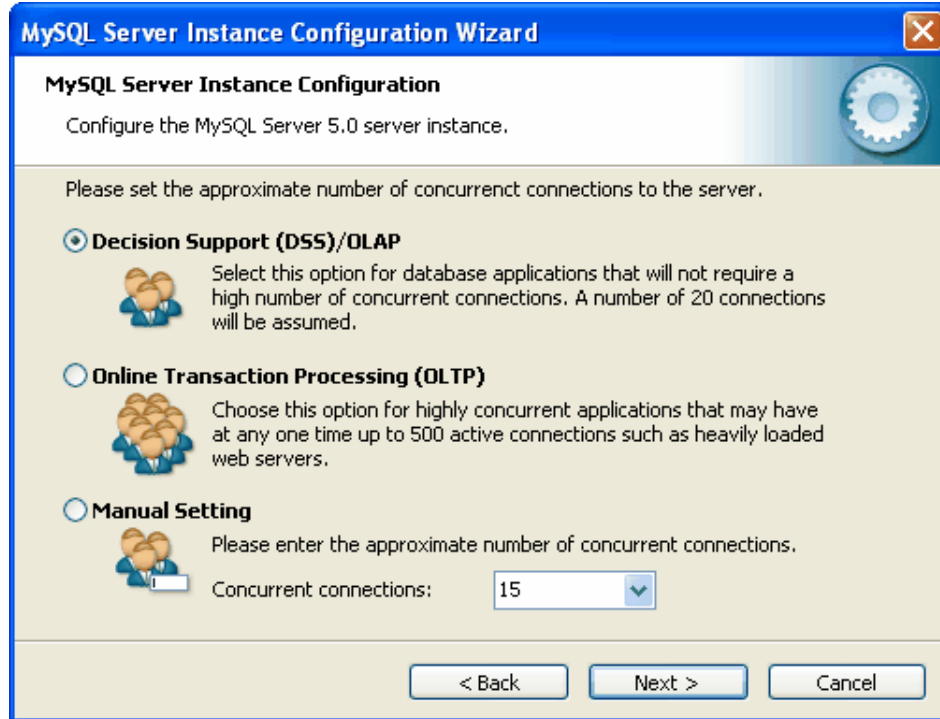
- choose DEDICATED MYSQL SERVER MACHINE and click NEXT button



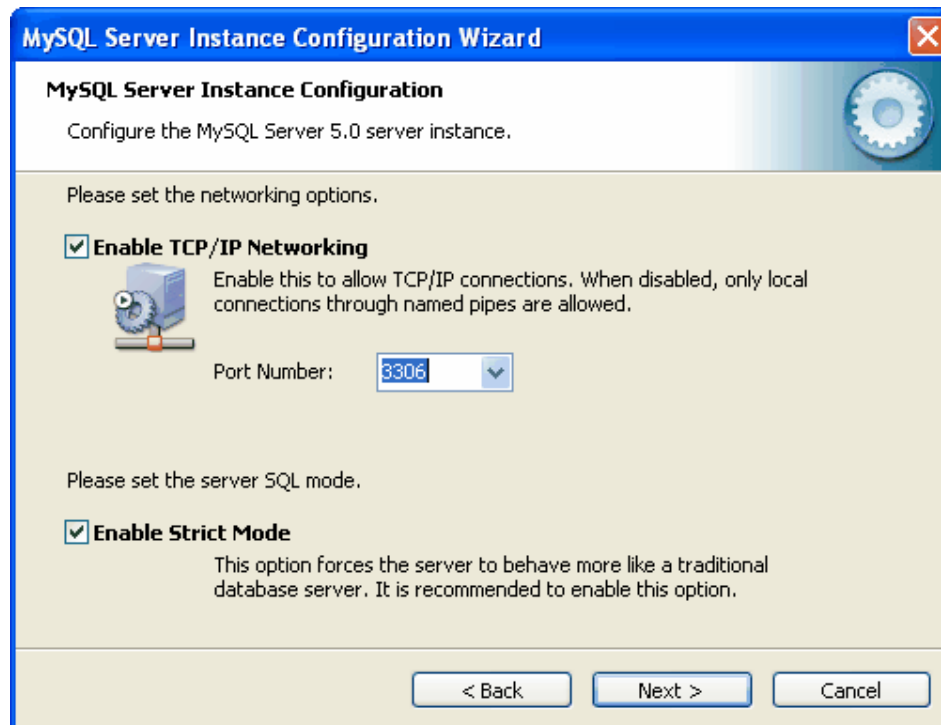
- choose MULTIFUNCTIONAL DATABASE and click NEXT button



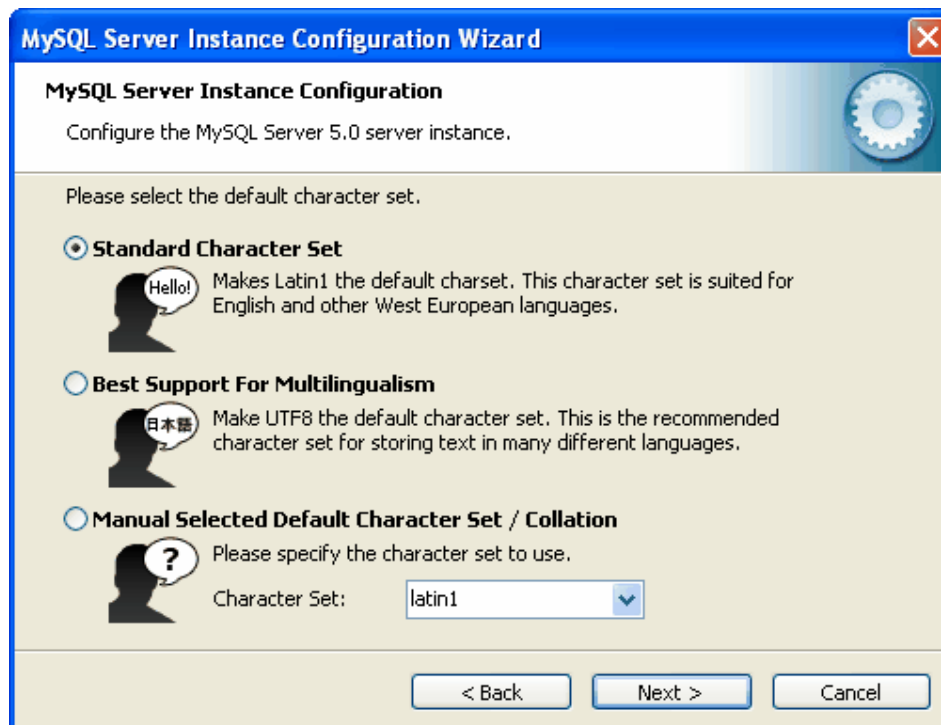
- Click NEXT button.



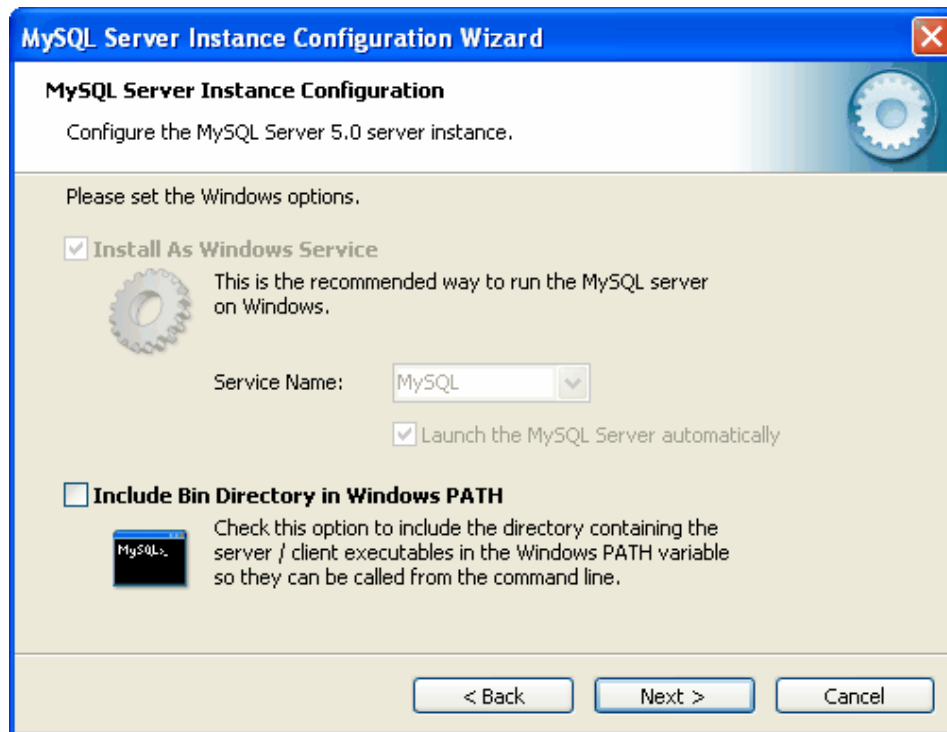
- choose DECISION SUPPORT and click NEXT button



- Use default option and click NEXT button.



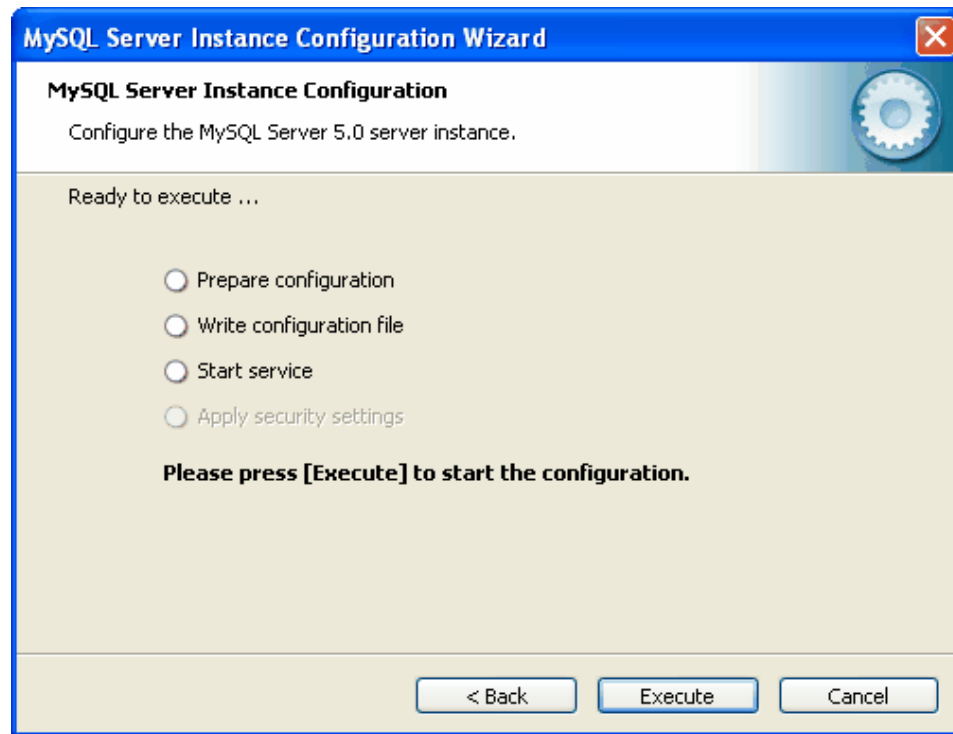
- use default option and click NEXT button



- use default option and click NEXT button



- If you want to set password for root user, enter root password. If not uncheck 'Modify Security Settings'
- click NEXT button.



- click EXECUTE button.

1.3 Install myACC on StandAlone Computer

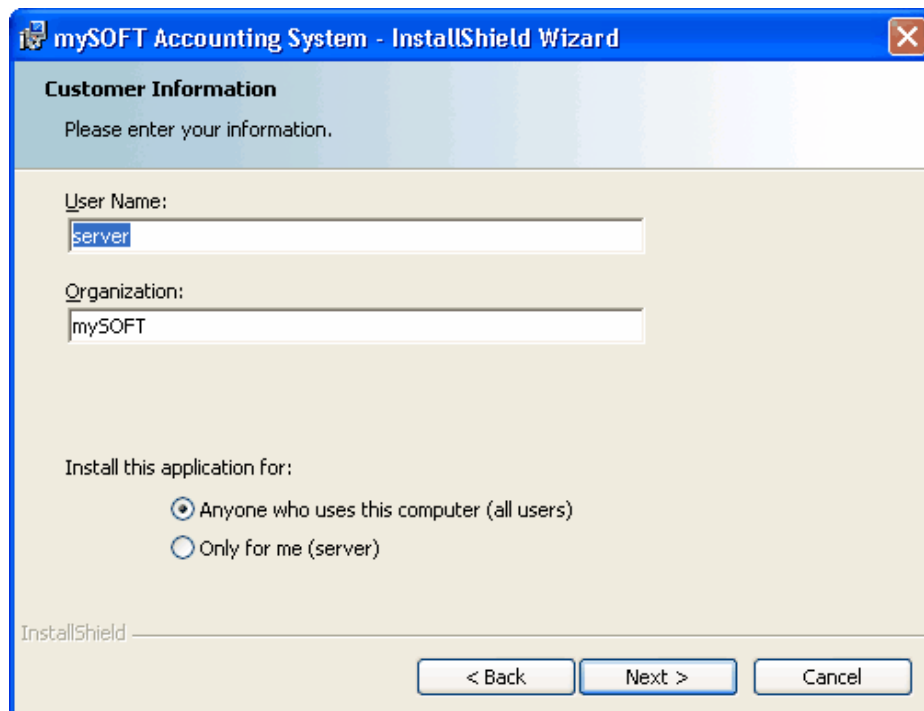
Follow the step below to install myACC

Insert CD/DVD into your computer optical drive and myACC installation will auto run. If not, then explore the disc and click Setup.exe to start installing mySOFT Accounting System

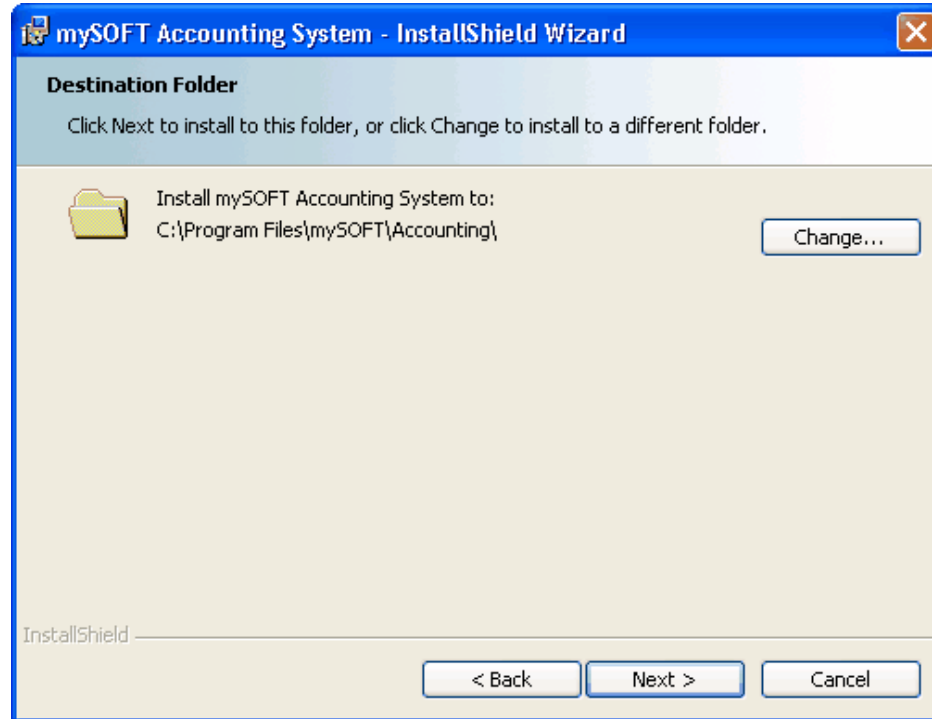


Click Next button to start installation

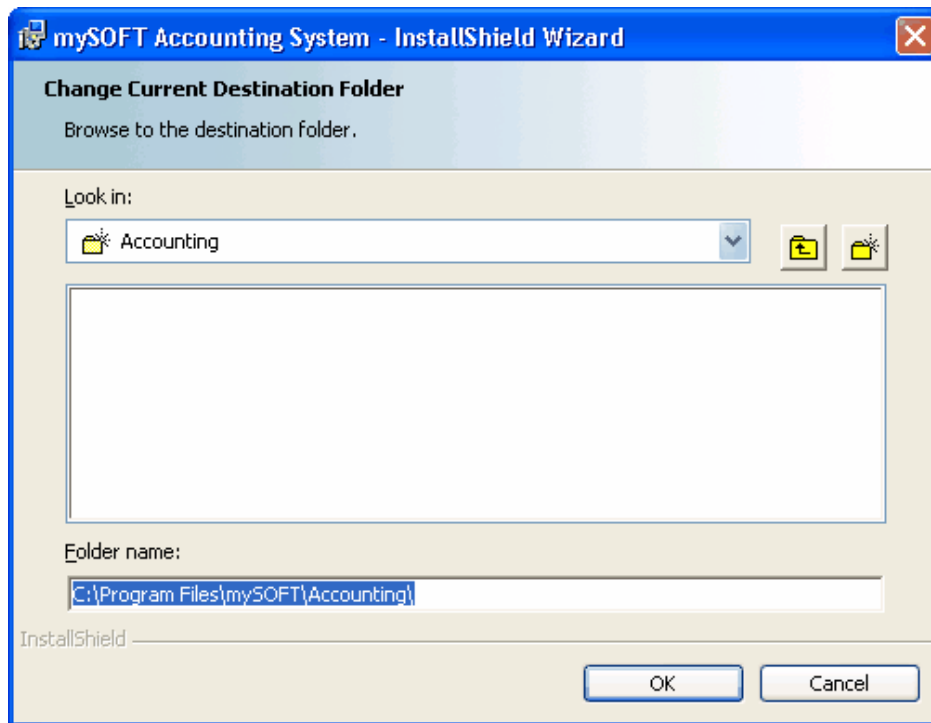
Next on the screen will appear an entry box asking the computer name and the company name data entry. For default, it will display your active computer and company name. No need to alter those data entry and click the Next button to continue.



Next, will be appears on screen asking myACC program installation directory entry. By default the directory is C:\Program Files\mySOFT\Accounting..

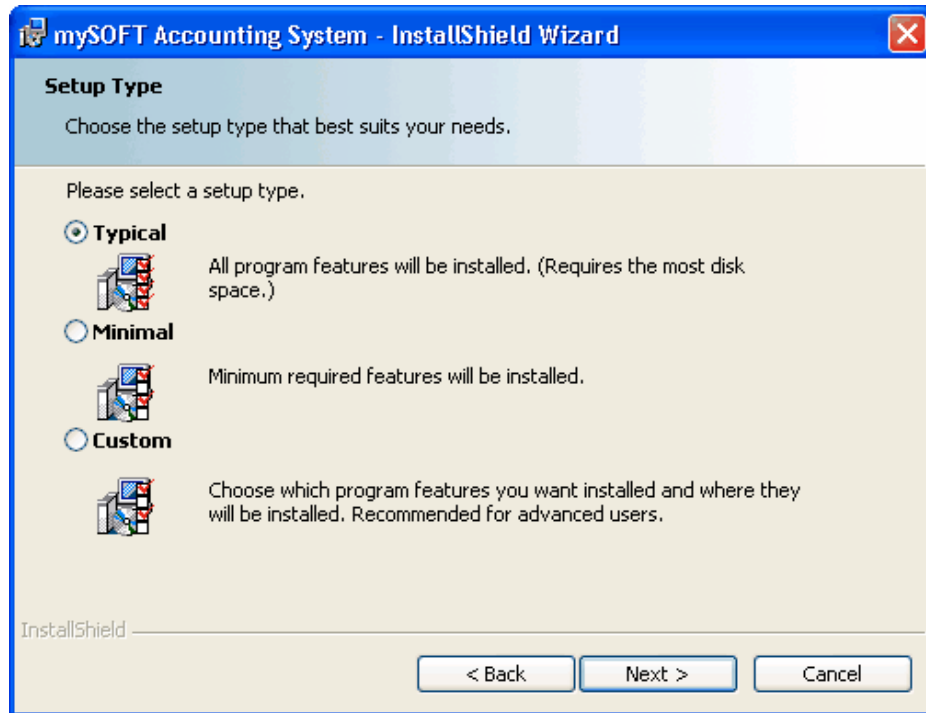


If you wish to change the directory of myACC program installation, click the **Change** button on the right side of the directory name. Then it will display a screen asking the directory name entry for myACC program.

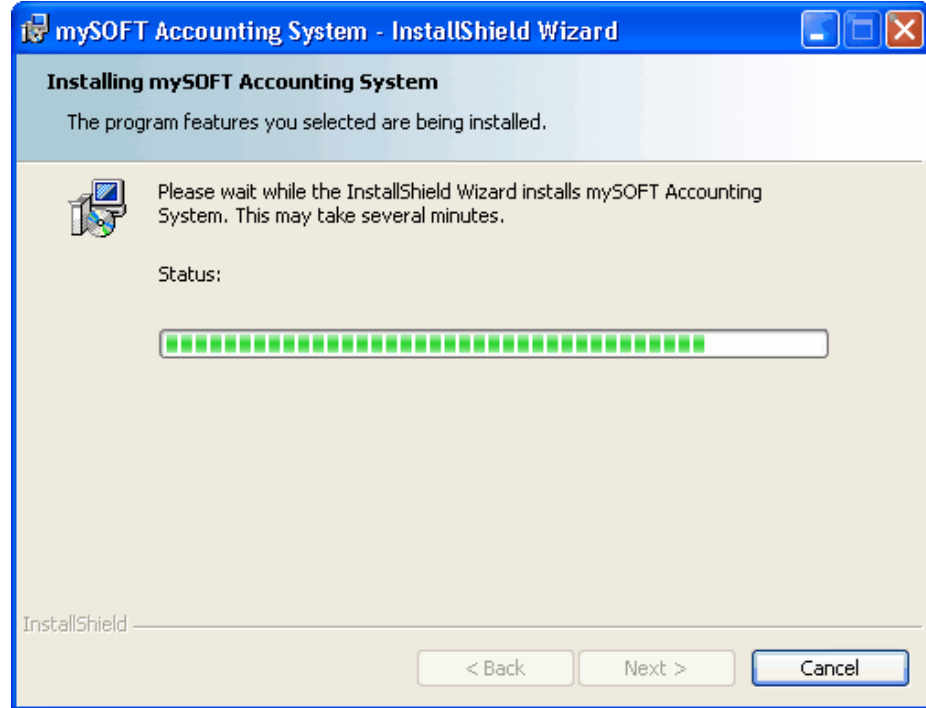


MyACC programs directory entry. If you wish to fill with new directory name, type the directory name in Folder Name entry section. Or you may click on the directory name in **Look In** to select available directories. Click the OK button when finished.

Then it will appear the option type of setup. Select Typical to start the standard installation. Then click the Next button and it will displays the Option Confirmation before the installation process done. If there is any entry error, click the Back button to return to the previous entry. If the entire entry were right, just click the install button to start the installation process.



Then it will appear in the indicator box showing myACC installation progress.



After the installation, it will appear a conformation dialog box for the completion installation.



Until this stage, myACC installation process is completely finished and myACC is ready to use.

1.4 Install myACC on Network Computer

MyACC is not only can run in a local network computer (LAN) but it is also may run in a WLAN Network (Wireless Local Area Network). The principal is that every network using the TCP/IP basic may run myACC software. Before starting the installation, first it will describe about things required concerning network.

Basically, a computer network should minimum have a computer server. And all client computers connected with a computer center (server). At this time, there is computer network technology uses cable as a media connecting the server with client(s) and there is also a technology which is not use to connect server with client called Wireless Technology. We will not discuss technically about cable network or wireless network. Basically myACC program may run for both technologies.

For computer network using Windows operation system, usually server computer uses Windows NT Operation System or Windows 2000 / 2003, and for workstation computers uses Windows 2000 or XP operation system.

MyACC program should install on server computer and client computer will access the server computer to run myACC Program. Make sure all client computers which access the server computer have adequate network authority. If not, when running MyACC program will show an error message.

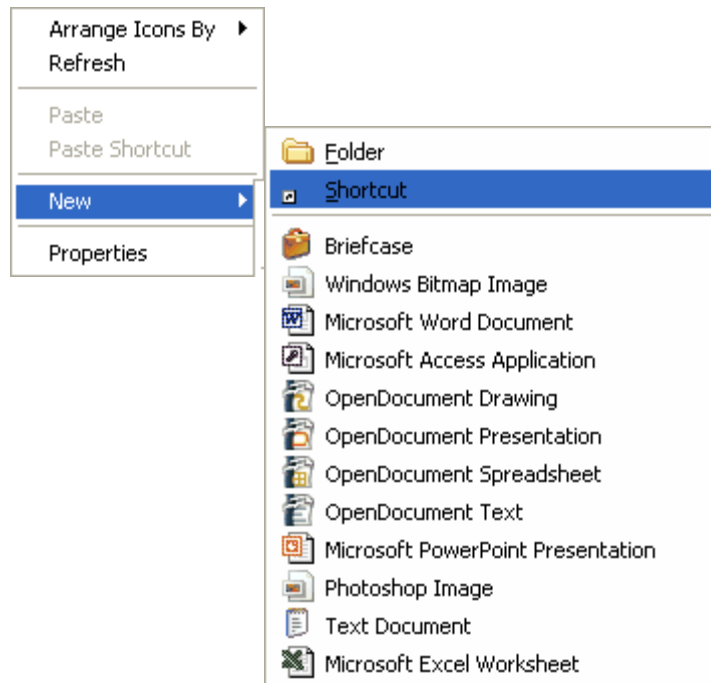
So, in order to begin MyACC program installation on a network computer, firstly you should install myACC to

server computer. Step installing myACC on server is similar to install myACC on a single computer. So perform the program installation according to the installation guidance found in the section.

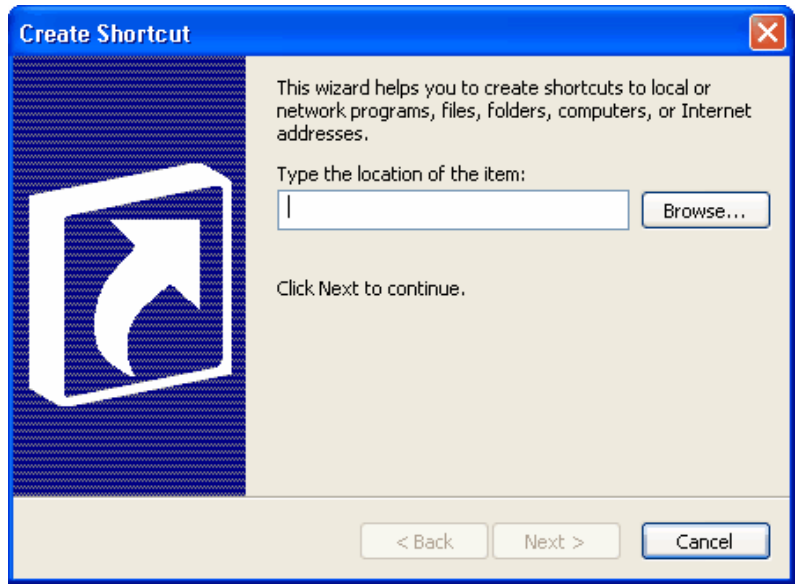
To access MyACC program on a server computer, you just need to create a shortcut icon on your desktop of client computer.

How to create a Desktop Icon

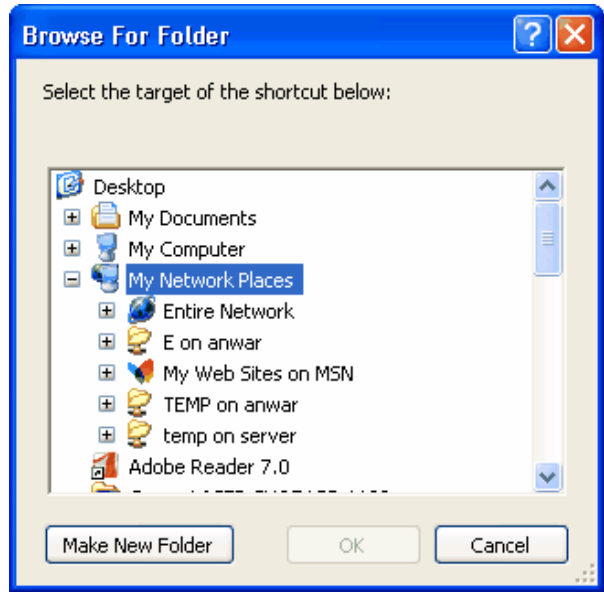
On the computer desktop screen, right click your mouse. Then it will show a pop-up menu on the screen and select NEW → SHORTCUT menu.



Then it will appear on the monitor a dialog box asking the file location entry



Click *Browse* button to locate the MyACC program directory that already been installed
To find the server computer, click My Network Places



Then select the Microsoft Windows Network option, and it will display your server computer workgroup. Click that workgroup and select your server computer name and then locate myACC.EXE program installation. If it did not show, it means that there is problem(s) workstation connection with your server or there is problem(s) with the workgroup network. Fix this problem(s) until the name of your server computer displayed in this dialog box.

After you found the program (myACC_DE.EXE or myACC_LE.EXE), click the file and then click the *Next* button.

Create the name of the shortcut (ex. mySOFT Accounting Suite).

Click finish button to confirm creating short-cut. On your computer desktop screen will appear a shortcut. To run myACC, you just click this shortcut.

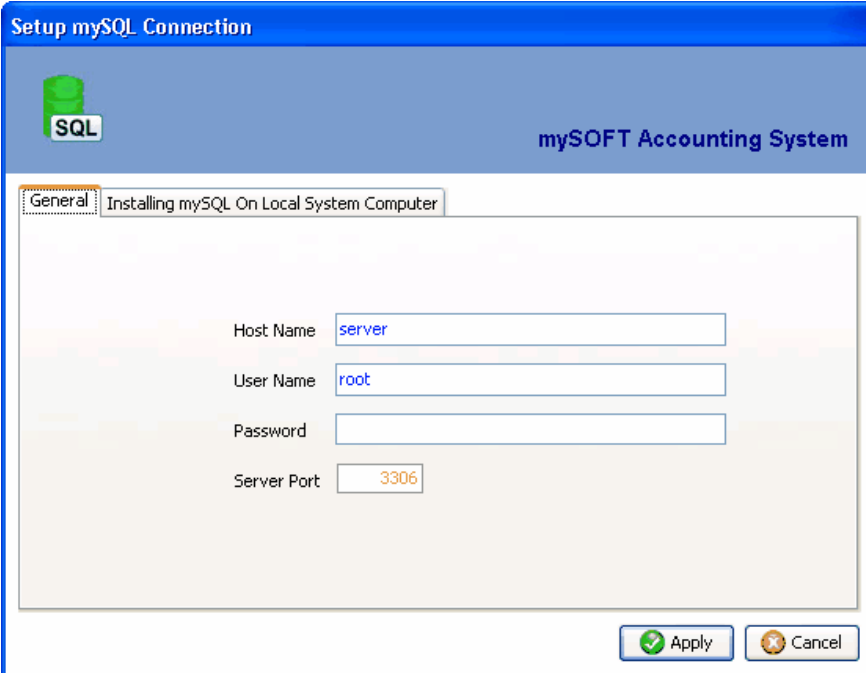
Do the same way to all other client computer.

2 Starting mySOFT Accounting System

2.1 Running myACC For First Time

After installing myACC on a single computer or computer server. Then run myACC. (Note: If you are running under networking, please run myACC for the first time on computer server. Do not run on client computer).

- First, myACC will show a dialog box asking to setup a connection to mySQL database server. If you are running on a single computer, then you should enter hostname with "localhost" and password of root user account. Leave password blank if your mySQL not have password for root user. If you are running on network computer, enter hostname with your server computer IP address such as "192.168.0.1" or with your server computer name. Leave server port as is if you are not experience with mySQL server port.
- If you wish to download and install mysql automatically, click 'Installing mySQL on Local System Computer' Tab. Then click the link of 'click here to download and install mysql 5.xx'. If you have turn on windows firewall, please make sure you have turn off windows firewall or setup your firewall allowing port 3306.



Setup mySQL Connection

mySOFT Accounting System

General Installing mySQL On Local System Computer

Host Name

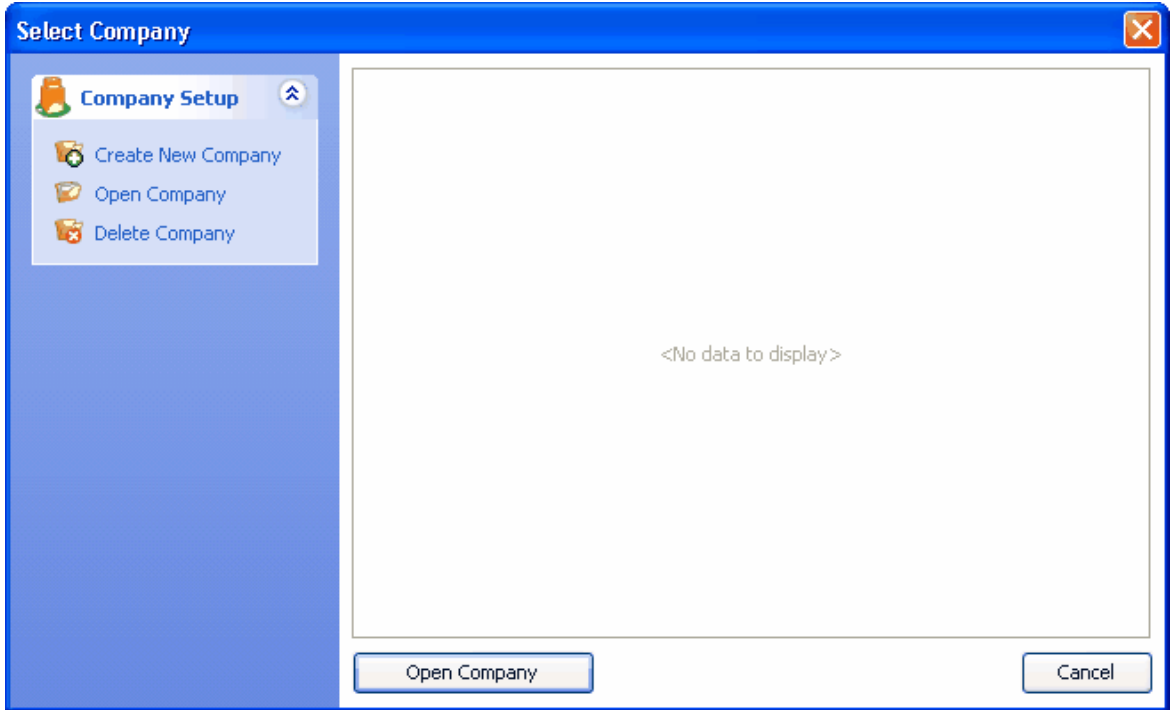
User Name

Password

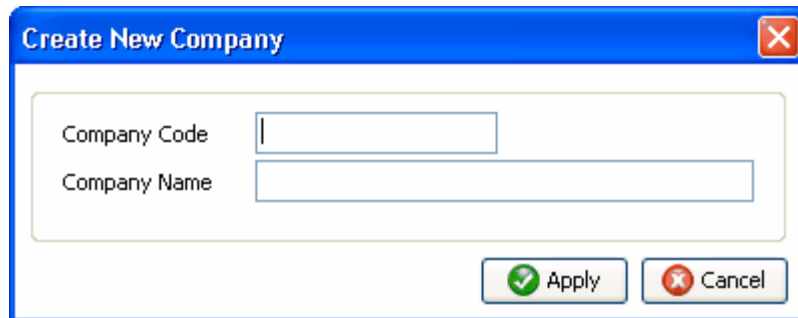
Server Port

Apply Cancel

- Click Apply button to continue
- myACC will show an evaluation screen indicates that your copy is not register yet. For not register copy will able to use for 30 days since installation.
- Click evaluation button
- Your desktop screen will appear a dialog box which listed all your available company. To create a new company, click "Create New Company" button.

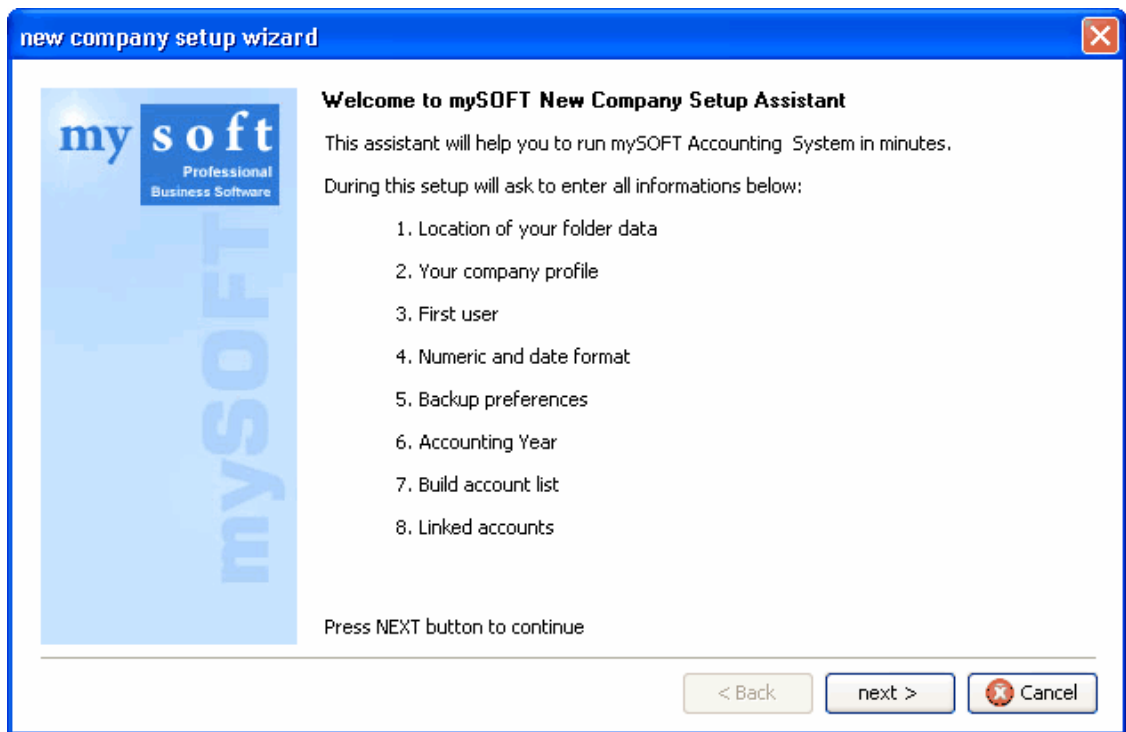


- Enter Company Code and your company name. Please make sure that company code you entered is unique code. Do not use other company code that already exists. ex. if you use "DB1" as your company code, for second company do not use code "DB1" again. **DO NOT USE 'test' OR 'mysql' AS YOUR COMPANY CODE.**

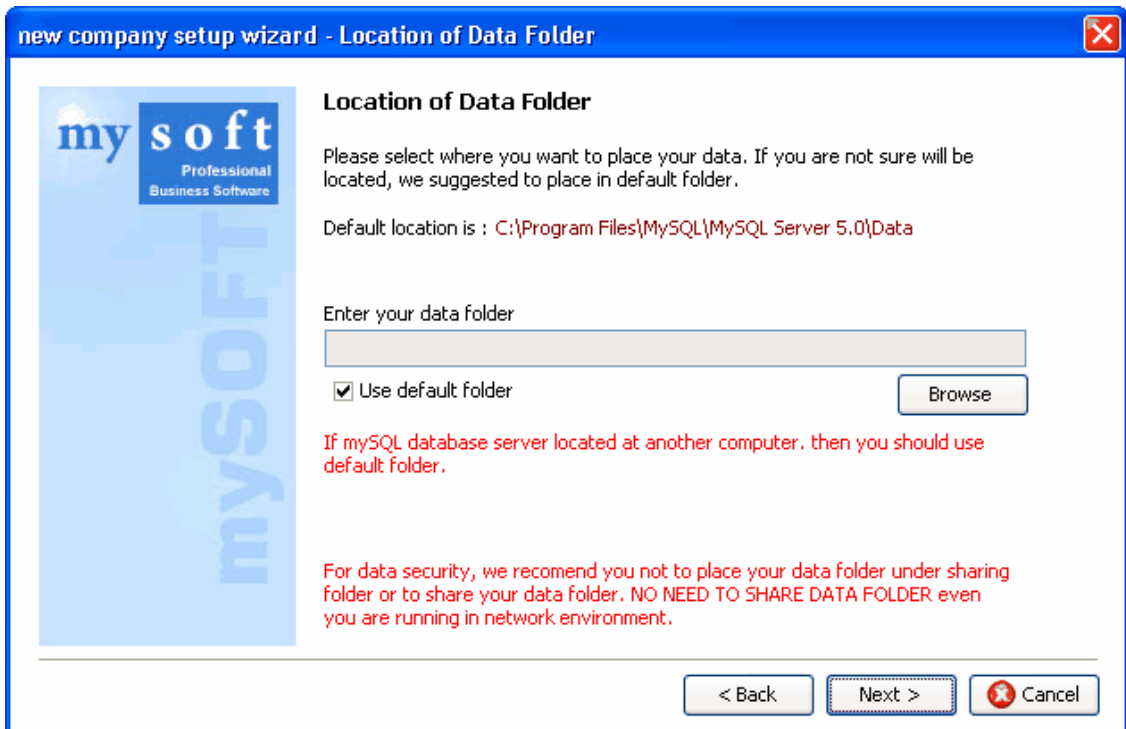


- Click apply button and myACC will add this company into the list.
- To open company already created, move pointer to a particular company and click Select button.

- Next, the screen will pop-up New Company Setup Assistant window.



- Next, you will asked to enter folder name where you will place your data. If you are not sure, leave this folder name blank, and your data will install on default mysql data folder.



- Enter your company profile name, address, email name and email address. click NEXT button to continue.

new company setup wizard - Company Profile

Company Profile

Enter company profile below

Company Name

Address (Line 1)

Address (Line 2)

Company Email


Email Name

Email Address

< Back Next > Cancel

- Next you will asked to enter first user. This first user will be myACC administrator which have all available rights to access all module in myACC.

new company setup wizard - First User



First User

First User will have all supervisor rights

User id

User Name


Password

Verify Password

< Back Next > Cancel

- click NEXT button to continue

new company setup wizard - Numeric And Date Format



Numeric And Date Format

Numeric Format

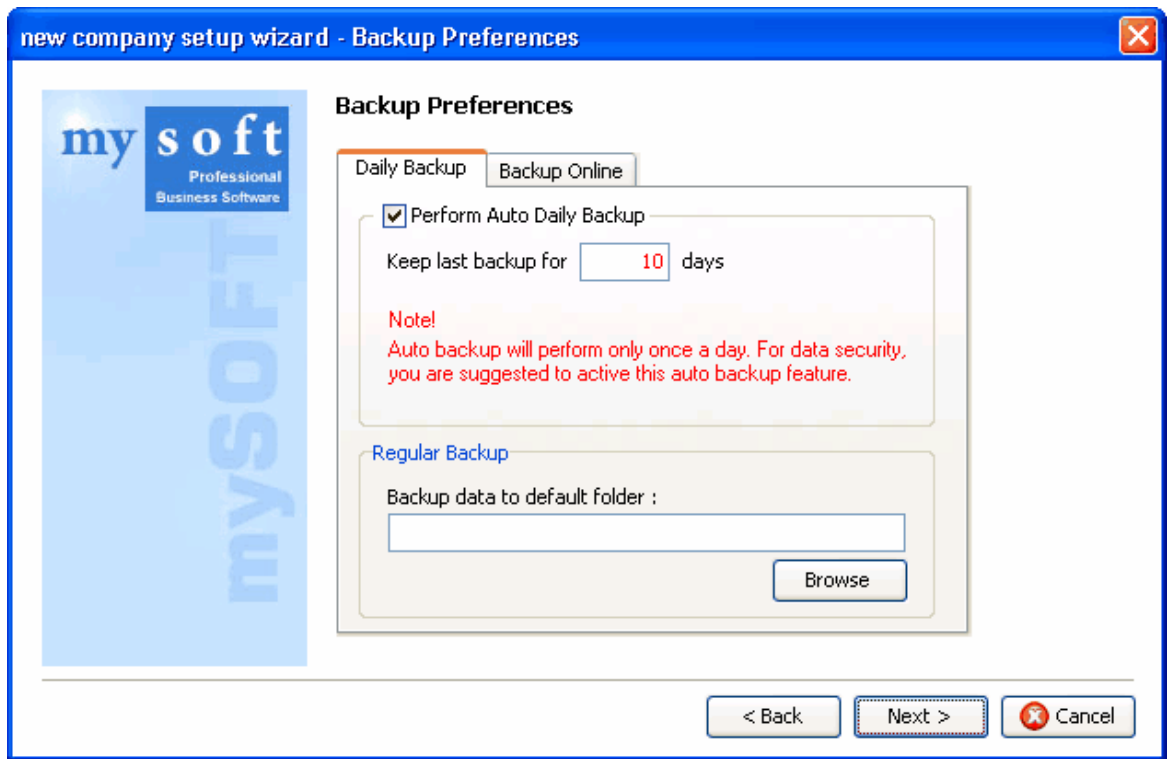
Decimal Digits Display negative value in parathensis
 Show decimal value for zero value

Sample Numeric

Value	4567,2483	-4567,2483	4567	-4567
Displayed Value	4.567,25	(4.567,25)	4.567,00	(4.567,00)

< Back Next > Cancel

- Setup numeric and date format to use. click NEXT button to continue.



- Setup how myACC will backup your data. If you check-marked auto daily backup, myACC will run backup once a day automatically. This will help to secure your datas in un-certain conditions. click NEXT button to continue.



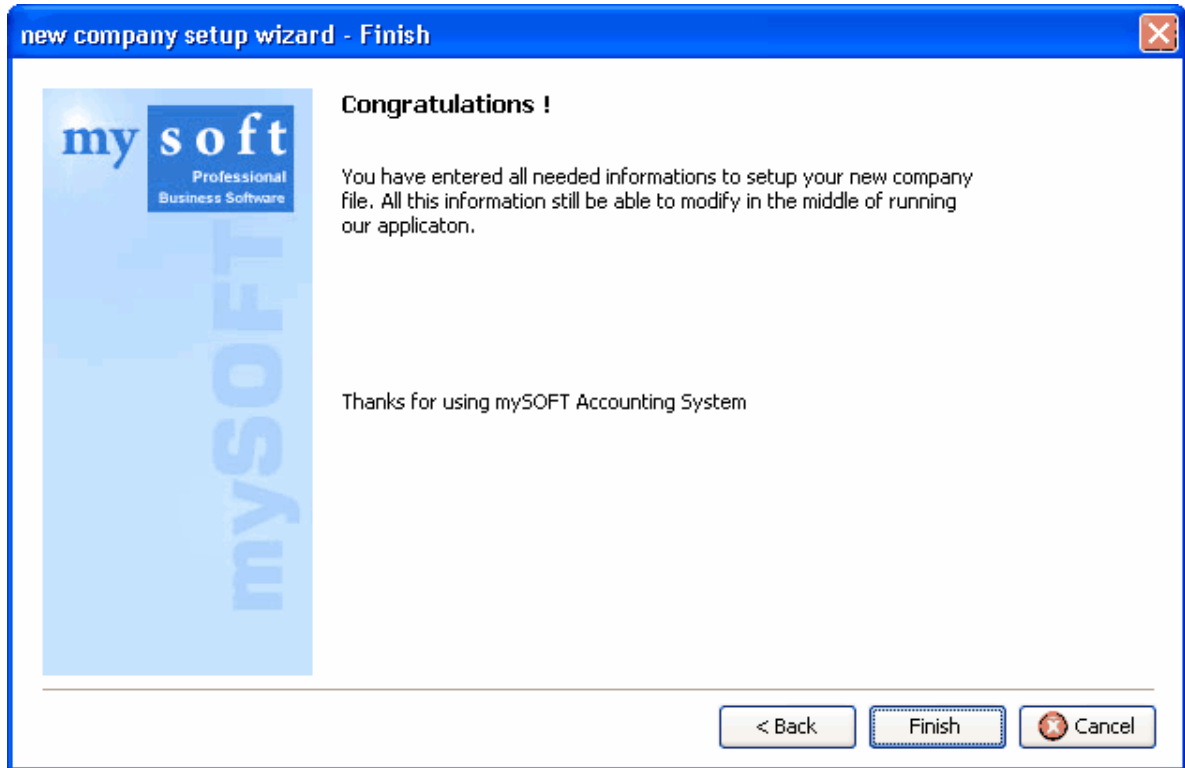
- Setup your local currency. click NEXT button to continue.



- Setup your starting accounting year period. click NEXT button to continue.



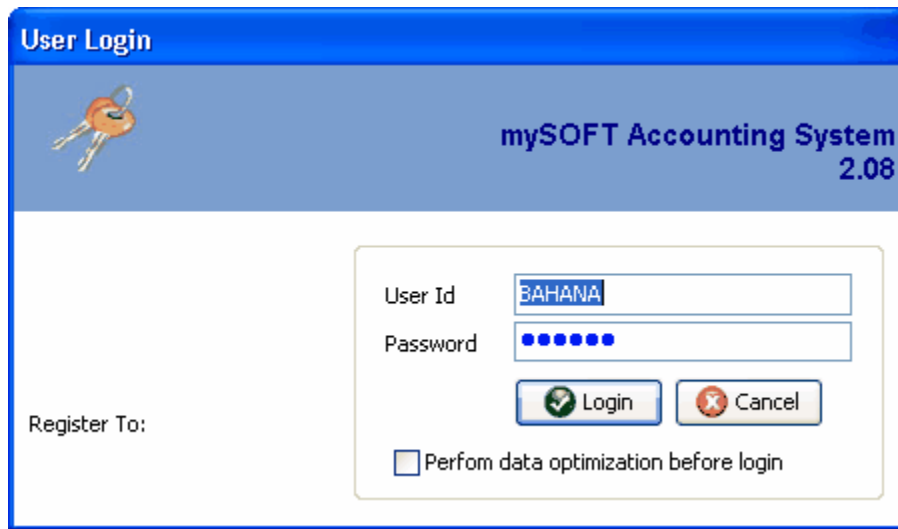
- Select account list that most fits your company needs. if you want to build your own account, check-marked 'I want to build my own account list'. click NEXT button to continue



- Until this step, you have complete all needed informations to setup a new company. click FINISH button to starting create company file.

2.2 myACC Login

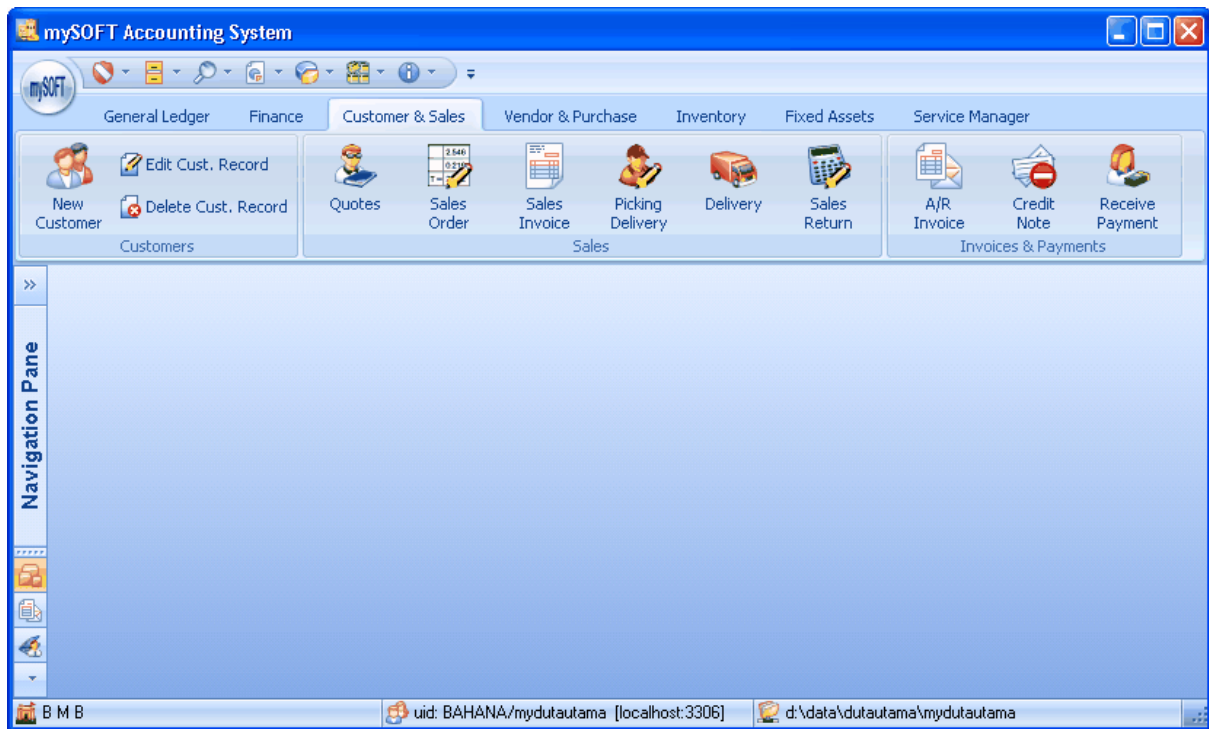
After installing myACC, you are now able to run myACC normally either on a single computer or on another client computer. Every time to run myACC, you will asked to enter your user id and password. If you have not id and password, consult to your administrator.



- Enter your user id and password then click Login button.
- If you need to perform database optimization, please Cheque mark this option

Perform data optimization before login

- Next, myACC will show main display as picture below



2.3 Running myACC

Until this step, myACC already setup completely and ready to use for your daily transactions. For explanation of using myACC, please open help file that already included in myACC package.