



Wamp Multimedia Sdn Bhd
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TurboCash Accounting Solutions Training Manual

Friendly Reminder:

Regularly backup your production data.
Be reminded to use a "dummy" set of books when conduct training, especially when testing.

Date : November 2009

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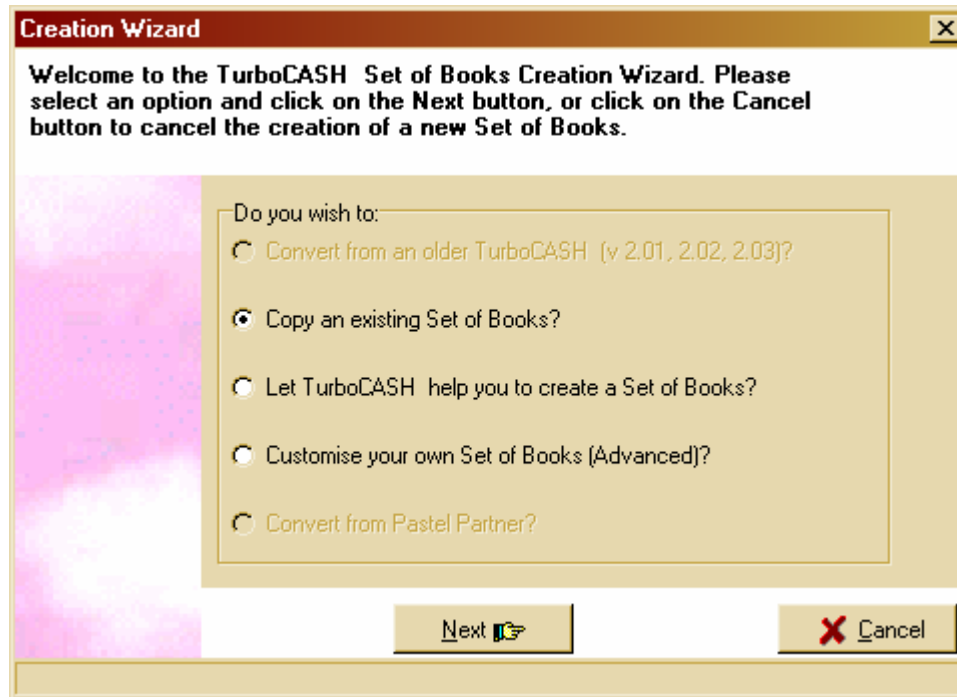
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1. System Setup, Technical Database Backup and Maintenance

In this section, we will talk about some basic ideas which is essential for using TurboCash accounting. We will also show how to do database backup and some technical maintenance.

A Set of Books is all TurboCash files on which you may enter all the accounting data and transactions. You may create up to 999 Sets of Books. 1 Set of Books is for 1 company in most cases.



- If you are new to TurboCash, it is always advised that you Copy from an existing Set of Books which is empty, then modify the setup until it is fit for your company.

System Databases (or in Accounting terms called “Set of Books”) should be backup as often as possible. A rule of thumb is to backup at the end of every working day. If not possible, a backup routine every week should be followed to ensure this important information is always properly archived.

2. **Chart-Of-Accounts Setup & Maintenance**
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3. **GI Journal Batch Type Setup**
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4. **Debtor & Creditor Accounts Setup**
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5. **Documents Setup, Parameters**
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6. **Manual GI Journal Entry & Processing**
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7. **Conversion Of Opening Balances For GI, Debtors, Creditors**
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8. **Documents Preparation, Entry & Processing (Sales Invoice, Credit Note, Purchase Order, Return To Supplier)**
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9. **Debtor Analysis And Sales Analysis Reports**
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10. **Month-End Closing**
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11. **Year-End Closing**
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12. **Report Generations - TB, Profit & Loss, Transaction Reports, Balance Sheet**
.....
13. **Data Export And Data Import**
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This document is only a sample training guide showing our training syllabus on TurboCash Accounting System.

For full version or more details about our training, please logon to:
<http://www.wamp-it.com/turbocash-accounting-training.html>

Or kindly contact us at the below:

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