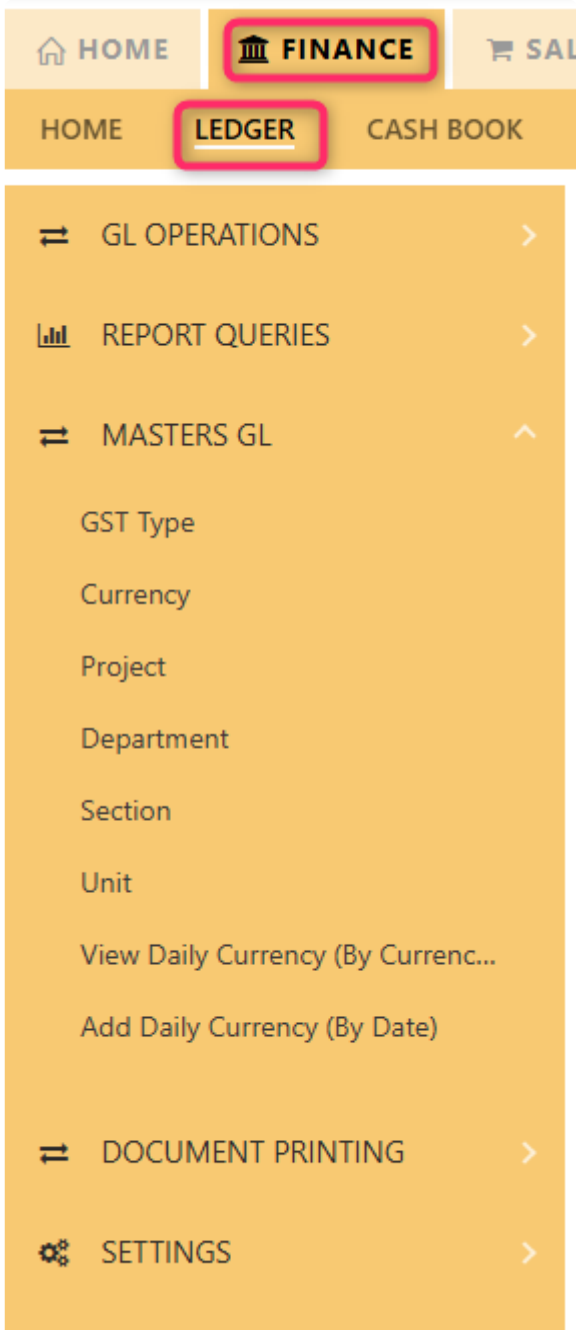


Masters GL

MASTERS GL in **Uniq365** is where main tables are stored and updated such as

- GST TYPE
 - PROJECT
 - DEPARTMENT
 - SECTION
 - UNIT
 - CURRENCY
 - DAILY CURRENCY (BY CURRENCY)
 - DAILY CURRENCY (BY DATE)
-
-

MASTERS GL NAVIGATION



GST TYPE

GST TYPE or SALES TAX / GST MASTER in Uniq365 are pre-set codes and not interchangeable.

- Note that the pre-set codes are based on the prevailing IRAS codes.
- If there is any new rates advised by IRAS, it will be added accordingly and you should not manually add it.

- What to do when GST Rates Change? The **Uniq365** is able to cope with the changes of rate and is readily available. If you are not able to find the GST code, contact **Uniq365** support team.

Sales Tax / GST Master Add To ShortCut 0

+ New Item ● Active ● All

	Code	Description	Tax Rate	Tax Code	PeppolCode	Active	Sales	Purchase	GL Code
	Z_ZR	Supply GST 0% (Zero-rated Supplies)	0%	ZR		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	300-32000 - GST OUTPUT COLLECTED (
	Z_ZP	Purchase GST 0% (Zero-rated Supplies)	0%	ZP		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	300-31000 - GST INPUT PAID (DR)
	NA_NR	Purchase GST-NA (Non-Registered Trader)	0%	NR		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	300-31000 - GST INPUT PAID (DR)
	NA_BL9	Purchase GST 9% (BL -Reg 26/27)	9%	BL9		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	NA_BL8	Purchase GST 8% (BL -Reg 26/27)	8%	BL8		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	NA_BL	Purchase GST 7% (BL -Reg 26/27)	7%	BL		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	300-31000 - GST INPUT PAID (DR)
	G_TX9	Purchase GST 9% Standard Rated	9%	TX9		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	300-31000 - GST INPUT PAID (DR)
	G_TX8	Purchase GST 8% Standard Rated	8%	TX8		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	G_TX7	Purchase GST 7% Standard Rated	7%	TX7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	300-31000 - GST INPUT PAID (DR)
	G_SR9	Supply GST 9% Standard Rated	9%	SR9		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	300-32000 - GST OUTPUT COLLECTED (

10 records Showing 1 to 10 of 23 entries Page 1 of 3

- **CODE** is pre-set code and cannot be interchangeable
- **DESCRIPTION** is also pre-set code but can be changed
- **TAX RATE** is pre-set rate
- **TAX CODE** is pre-set code base on prevailing IRAS codes
- **PEPPOL CODE** is for peppol use
- **ACTIVE** is ticked if actively use
- **SALES** is ticked if the code is used for sales only
- **PURCHASE** is ticked if the code is used for purchases only
- **GL CODE** is chart of account mapped for the specific GST code

PROJECT

“ (*) - This is an optional module. If you have not sign up for it, you will not see this on your menu.

Project Accounting in **Uniq365** is achieved by the use of PDSU Codes, available throughout the entire package. Understanding what the PDSU codes will enable you to set it up most appropriately.

Project Code

“P” refers to Project Code; an 8-character field, that can be used to signify

different projects, different offices or even different business units.

HOW TO ADD PROJECT?

The screenshot shows a web application interface for managing projects. At the top, there is a header bar with a gear icon and the word 'Project'. Below the header, there are two radio buttons: 'All Items' (selected) and 'Active Items'. To the right of these are two search input fields: 'Enter code to search...' and 'Enter desc to search...', followed by a 'Q Search' button. The main content is a table with the following structure:

Action	Project	Description	Additional Description
<input type="checkbox"/> <input type="checkbox"/>	P0004		
<input type="checkbox"/> <input type="checkbox"/>	P0003		
<input type="checkbox"/> <input type="checkbox"/>	P0002		
<input type="checkbox"/> <input type="checkbox"/>	P0001		
<input type="checkbox"/> <input type="checkbox"/>	NONE	None	

Below the table, there is a 'Save' button. At the bottom of the interface, there is a pagination control showing '10 records' and a 'Page' indicator.

- Beside 'SAVE' button, **PROJECT** - Key in unique code
- key in **DESCRIPTION** - This field is interchangeable
- optional **ADDITIONAL DESCRIPTION** [also interchangeable]
- column **'INACTIVE' COLUMN** Shows inactivated projects
- after filling, tick **SAVE**.
- **EDIT BUTTON** - Note that if the project is already used in transactions, system will not allow you to change anymore.
- **NOTE** - It is advisable to always keep 'NONE' department.

DEPARTMENT

Department Code

“**D**” refers to Department Code; an 8-character field, that can be used to signify sub-group under defined 'P' such as branches or the like.

HOW TO ADD DEPARTMENT?

- Beside 'SAVE' button, **DEPARTMENT** - Key in unique code
- key in **DESCRIPTION** - This field is interchangeable
- column '**INACTIVE** COLUMN Shows inactivated DEPARTMENT
- after filling, tick **SAVE**
- **EDIT BUTTON** - Note that if the project is already used in transactions, system will not allow you to change anymore
- **ACTIVE ITEMS** - When ticked, will show active
- **ALL ITEMS** - When ticked, will show both active and inactive
- **SEARCH** - You may use this to search a specific DEPARTMENT
- **NOTE** - It is advisable to always keep 'NONE' DEPARTMENT

SECTION

Section Code

“S” refers to Section Code; an 8-character field, that can be used to signify sub-group under 'D'.

HOW TO ADD SECTION?

- Beside 'SAVE' button, **SECTION** - Key in unique code
- key in **DESCRIPTION** - This field is interchangeable
- column '**INACTIVE** COLUMN Shows inactivated SECTION
- after filling, tick **SAVE**
- **EDIT BUTTON** - Note that if the section is already used in transactions, system will not allow you to change anymore
- **ACTIVE ITEMS** - When ticked, will show active

- **ALL ITEMS** - When ticked, will show both active and inactive
- **SEARCH** - You may use this to search a specific SECTION
- **NOTE** - It is advisable to always keep 'NONE' SECTION.

UNIT

Unit Code

“U” refers to Section Code; an 8-character field, that can be used to signify sub-group under 'S'.

HOW TO ADD UNIT?

The screenshot shows a web interface for managing units. At the top, there's a header with a gear icon, a menu icon, and the text 'Unit'. On the right, there's a button 'Add To ShortCut' with a '0' next to it. Below the header, there are two radio buttons: 'Active Items' (selected) and 'All Items'. To the right of these is a search bar with the text 'Search' and two input fields: 'Enter code to search...' and 'Enter desc to search...'. The main part of the interface is a table with the following columns: Action, Unit, Description, Valid Till, Budget, Approved By, PO Budget Utilize, and InActive. The first row has a 'Save' button, a red 'x' icon, and the value 'NA' in the Unit column, 'None' in the Description column, and '0' in the Budget column. The InActive column has a red 'x' icon. Below the table, there's a dropdown menu showing '10 records' and a pagination control showing 'Page < 1 > of 1'.

- Beside 'SAVE' button, **UNIT** - Key in unique code
- key in **DESCRIPTION** - This field is interchangeable
- column '**INACTIVE**' **COLUMN** shows inactivated UNIT
- after filling, tick **SAVE**.
- **EDIT BUTTON** - note that if the unit is already used in transactions, system will not allow you to change anymore.
- **ACTIVE ITEMS** - when ticked, will show active
- **ALL ITEMS**-when ticked, will show both active and inactive
- **SEARCH** - you may use this to search a specific UNIT
- **NOTE** - it is advisable to always keep 'NONE' UNIT.

How does PDSU Works?

Every transaction can carry the PDSU at entry. The reports in General Ledger - Reports & Queries allow you to filter by PDSU

It also allows a combination of PDSU codes to work, thus narrowing the reporting band.

How to Use PDSU for Budgeting?

Accounts budgeting in **Uniq365** requires the use of PDSU. To set budgets, go to Maintenance – Account Budget to start entering the budgets.

- Select the GL Account to set budget.
- Enter the Year. If the financial year is from 1st Jan 2027 - 31st Dec 2027, enter the year as 2027 and January will be Month 1, February is Month 2 and so on
- At the first line (Month 1), click on “Details” to get into entry mode as follow.
- Select an appropriate Project, Department, Section and Unit Code to start the budgeting process.
- When this budget detail box is closed, the totals of all the individual budgets auto-updates into the Month 1 balance. Move on into Month 2 and so on until all the 12 months’ budgets are set. Move on to the next GL code.

CURRENCY

Currencies needed for transactions are created in this table.

Note: If you did not buy the multi-currency option in **Uniq365**, you can only create a single currency.

HOW TO ADD NEW CURRENCY?

Currency Add To ShortCut

Filter

Action	Currency Code ▲	Description of Currency	Hundredth Unit	Buying Rate	Selling Rate	Ref Rate	Exch Gain/Loss A/c	Revalue Rate	Unrealized Exch Gain/Loss A/c	Default Ex.Rate
	SGD	Singapore Dollar	CENTS	1.0000	1.0000	0.0000		0.0000		Prompt Every time
	USD	US Dollar	CENTS	0.74	0.74	0.74		0.00		Prompt Every time

Unit Price Decimals Total Price Decimals Exchange Rate Decimals GLDecimals

Rounding Discount

records Showing 1 to 2 of 2 entries Page of 1

- In the open field, **SELECT CURRENCY**, you can only pick up the **CURRENCY CODE** and you are not allowed to create new ones. Any currency selected here is used for all transactions in **Uniq365**.
- As you select the 'CURRENCY', **DESCRIPTION OF CURRENCY** will auto-fill,
- Same on **HUNDREDTH UNIT**, will auto-fill. The hundredth-unit description is for **Uniq365** to print amount in words. For example, it is “Cents” for Singapore Dollars, “Sen” for Malaysian Ringgit, “Satang” and “Centavos” for Thai and Filipino currencies respectively.
- Manually key in **BUYING RATE**
- Manually key in **SELLING RATE**
- Manually key in **REF RATE**
- The **EXCHANGE GAIN/LOSS, REVALUE RATE** and **UNREALIZED EXCH GAIN/LOSS AC**, will be skipped for now as it will be covered under Multi-Currency Handling
- Fill **UNIT PRICE DECIMALS** as 2 depending on your preference, maximum 9 decimals.
- Fill **TOTAL PRICE DECIMALS** as 2 depending on your preference, maximum 2 decimals
- Fill **EXCH RATE DECIMALS** as 2 depending on your preference, maximum 8 decimals
- Fill **GL DECIMALS** as 2 depending on your preference, maximum 2 decimals
- Fill **ROUNDING DISCOUNT** as 2 depending on your preference, maximum 2 decimals.

HOW TO EDIT THE RATE [SIMPLE TABLE]?

Once added, you can only edit for the exchange **rates** and **decimals**. Changes can be set at first day of accounting year.

Currency Add To ShortCut 0

Filter

Action	Currency Code	Description of Currency	Hundredth Unit	Buying Rate	Selling Rate	Ref Rate	Exch Gain/Loss A/c	Revalue Rate	Unrealized Exch Gain/Loss A/c	Default Ex.Rate	
	SGD	Singapore Dollar	CENTS	1.0000	1.0000	0.0000		0.0000		Prompt Every tim	
	USD	US Dollar	CENTS	0.74	0.74	0.74		0.00		Prompt Ever...	
	Unit Price Decimals		2	Total Price Decimals		2	Exchange Rate Decimals		2	GL Decimals	2
	Rounding Discount		2								

10 records Showing 1 to 2 of 2 entries Page 1 of 1

- Note: If you did not buy the Foreign Currency option, ignore the Exchange Gain/Loss options.

VIEW DAILY CURRENCY (BY CURRENCY)

IN DAILY CURRENCY BY CURRENCY TABLE, you will be able to view the daily rates by currency.

HOW TO VIEW THE DAILY CURRENCY RATE?

- In **DAILY CURRENCY BY CURRENCY** - View by currency, each table is presented by currency, rows by date
- PREVIOUS** - Scroll left to show previous currency
- NEXT** - Scroll right to show the next currency
- RECORDS** - Select base on 10s, 25s, 50s, 100s and 200s per page
- PAGE** - 1 of total pages, click arrow right to reach last page

SAMPLE BELOW:

View Daily Currency Rate (By Currency)

Currency: USD US Dollar

Action	Currency Date	Buy Rate	Sell Rate	Revalue Rate	Ref Rate
	03-02-2025	0.70	0.65	0.71	0.68
	04-02-2025	0.80	0.85	0.89	0.95

10 records Page 1 of 1

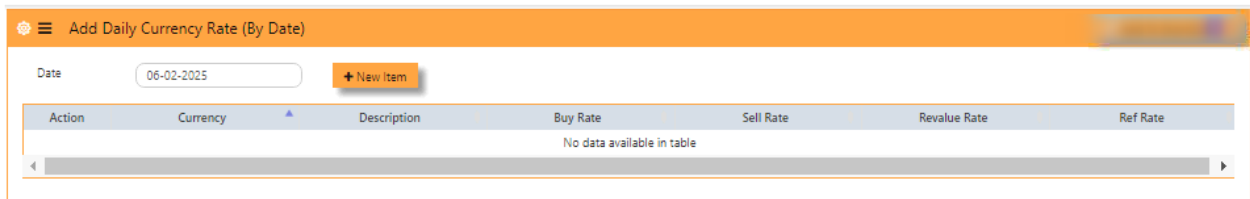
Previous Next

ADD DAILY CURRENCY (BY DATE)

DAILY CURRENCY BY DATE table, in this table, KEY IN the daily rates by currency.

HOW TO ADD DAILY CURRENCY RATE?

- In GL operations, click open **DAILY CURRENCY BY DATE**
- **DATE** -is defaulted today
- **+NEW ITEM** - click to add daily rate



- in new item, select the **DATE** of rate
- select **CODE** of currency - select from dropdown list the currency
- **DESCRIPTION** - auto fill after selected CODE of currency
- **BUY RATE** - key in buying rate of foreign currency
- **SELL RATE** - key in selling rate of foreign currency
- **REVALUE RATE** - key in revalue rate of foreign currency
- **REF RATE** - key in , optional, fill this if the base is other than SGD currency (Singapore dollar currency). This rate relates to GST reporting
- **SAVE**-click to save the filled details then
- **CLOSE**.

