

Settings

SETTINGS MENU in **Uniq365** consists of the following:

- **CHART OF ACCOUNT** - Consist of the COA for all GL account Codes
 - **FINAL ACCOUNTS LAYOUT** - Where layout and Design of Classification reports are configured
 - **CONTROL ACCOUNT GL** - where auto posting codes are maintained
 - **CHART OF ACCOUNTS DATA IMPORT** - where the COA mass upload is configured
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SETTINGS NAVIGATION

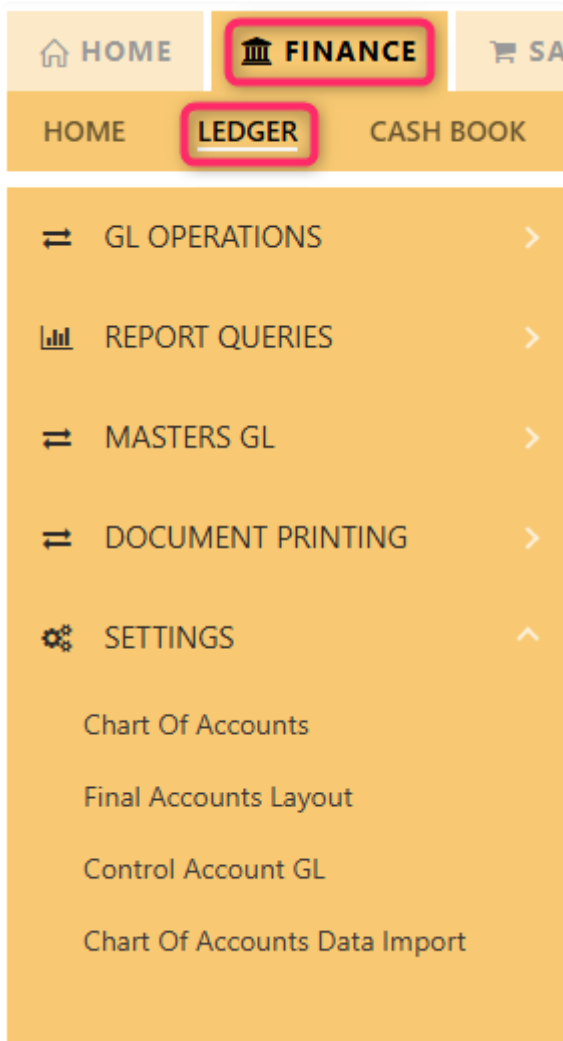
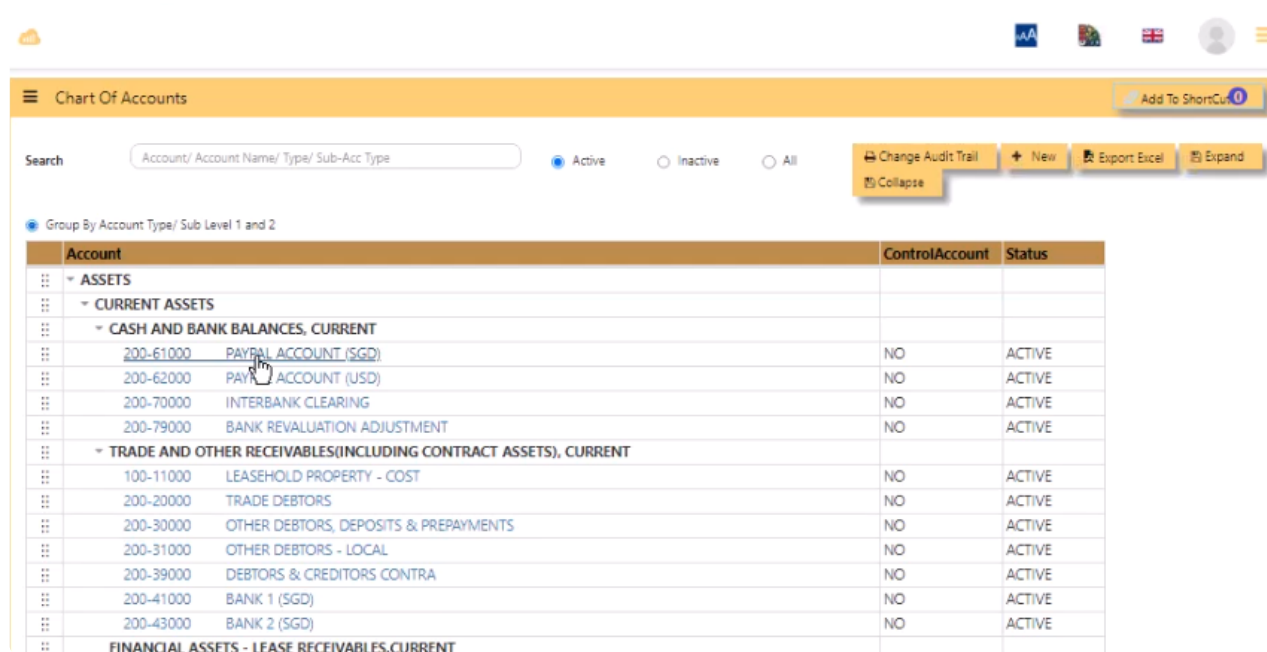


CHART OF ACCOUNTS

The **Chart of Account** is where the user can create account codes to be used in the system. The account codes can be classified into Assets, Liabilities, Income or Expense, as well as be grouped into various levels when designing layout of financial reports such as Balance Sheet.

In order to start using **Uniq365**, some basic Chart of Accounts such as the GST and Currency Codes must be created.



Account	ControlAccount	Status
ASSETS		
CURRENT ASSETS		
CASH AND BANK BALANCES, CURRENT		
200-61000 PAYPAL ACCOUNT (SGD)	NO	ACTIVE
200-62000 PAYPAL ACCOUNT (USD)	NO	ACTIVE
200-70000 INTERBANK CLEARING	NO	ACTIVE
200-79000 BANK REVALUATION ADJUSTMENT	NO	ACTIVE
TRADE AND OTHER RECEIVABLES(INCLUDING CONTRACT ASSETS), CURRENT		
100-11000 LEASEHOLD PROPERTY - COST	NO	ACTIVE
200-20000 TRADE DEBTORS	NO	ACTIVE
200-30000 OTHER DEBTORS, DEPOSITS & PREPAYMENTS	NO	ACTIVE
200-31000 OTHER DEBTORS - LOCAL	NO	ACTIVE
200-39000 DEBTORS & CREDITORS CONTRA	NO	ACTIVE
200-41000 BANK 1 (SGD)	NO	ACTIVE
200-43000 BANK 2 (SGD)	NO	ACTIVE
FINANCIAL ASSETS - LEASE RECEIVABLES,CURRENT		

- **SEARCH** - to search code by keying in 'description' for purpose of edit
- **ACTIVE** - click to show only active codes, '**INACTIVE**' to show all inactive codes or '**ALL**' to show both active and inactive
- **CHANGE AUDIT TRAIL** - to generate report of changes done in chart of account
- **NEW** - click to add new code,
- **EXPORT EXCEL** - to generate the listing in excel format
- **EXPAND** - to expand
- **COLLAPSE** - to collapse

HOW TO ADD NEW CHART OF ACCOUNT CODE?

Chart Of Accounts

Add To ShortCut

Mandatory Info Custom Format Apportionment

Save Delete LISTING

Account 200-1000 ☐ Inactive

Name AR OTHERS

Account Type Assets

Sub-Level 1 Select

Sub-Level 2 Select

☐ Need Revaluation (AR, AP Cash Control Account Only)

☐ Auto-Apportionment of GL Account

☐ Revenue Item for GST F5 Box 13 reporting

☐ Control Account

☐ 100% composition in P&L classification

- **ACCOUNT** - Enter a code for this Chart of Account. The maximum is 12 alpha-numeric characters.
- **NAME** - Enter the description for this Chart of Account e.g. Sales Revenue Account. The maximum length allowed is 40 characters.
- **ACCOUNT TYPE** - Click to select account type. The 4 choices are Income, Expense, Asset and Liability
- **SUB-LEVEL 1** - used in P&L presentation
- **SUB-LEVEL 2** - used in P&L presentation
- **NEED REVALUATION [AR, AP, CASH CONTROL ACCOUNT ONLY]** - when ticked, the specific coa will be included in the revaluation of AR or AP.
- **AUTO-APPORTIONMENT OF GL ACCOUNT** -
- **REVENUE ITEM FOR GST F5 BOX13 REPORTING** - when ticked, will include in BOX 13, applied to income Chart Of Account or COA,
- **CONTROL ACCOUNT**-applies to AR and AP main chart of account,
- **100% COMPOSITION IN P&L CLASSIFICATION**- applied to main income chart of account.
- **SAVE** - click save and **confirmation** 'to store the data entered', select either '**cancel**' or '**ok**'.

The screenshot shows the 'Chart Of Accounts' form with the 'Mandatory Info' tab selected. A confirmation dialog box is displayed in the foreground, asking 'Are you sure you want store this data?'. The dialog has 'Cancel' and 'OK' buttons. In the background, the form fields are visible: Account (888), Name (ZZ_Insurance expense), Account Type (Expenses), Sub-Level 1 (Other expenses), and Sub-Level 2 (Select). There are also checkboxes for 'Inactive', 'Need Revaluation (AR, AP, Cash Control Account Only)', 'Auto-Appportionment of GL Account', 'Revenue item for GST F5 Box 13 reporting', 'Control Account', and '100% composition in P&L classification'.

- **DELETE** - to delete a specific chart-of-account code
- **LISTING** - click to go back to the listing with 'search'
- **CUSTOM FORMAT** - relates to the final accounts layout, to select the related level 1, level 2 and level 3

The screenshot shows the 'Chart Of Accounts' form with the 'Custom Format' tab selected. The form displays a table for 'Account Grouping for Profit and Loss and Balance Sheet' and 'Account Grouping for Classification'. The table has three columns: 'Level Of Classification', 'Account Grouping for Profit and Loss and Balance Sheet', and 'Account Grouping for Classification'. The rows are: Highest (Level 1), Middle (Level 2), and Lowest (Level 3). The 'Account Grouping for Profit and Loss and Balance Sheet' column shows 'EXPENSES', 'INSURANCE', and 'INSURANCE - GENERAL' respectively. The 'Account Grouping for Classification' column shows 'Select' for all three levels. A mouse cursor is pointing at the 'INSURANCE - GENERAL' dropdown menu.

HOW TO EDIT CHART OF ACCOUNT CODE?

- Note that existing **CHART OF ACCOUNT CODE** after having historical transaction cannot be deleted but can be edited in limited fields such as on name, account type, custom format.
- In chart of account listing, search 'code' to edit or,
- Point cursor then double click from the existing list then you can edit,

Search ☒ Active ☐ Inactive ☐ All Change Audit Trail New Export Excel Expand Collapse

Group By Account Type/ Sub Level 1 and 2

Point cursor then double click

Account	ControlAccount	Status
ASSETS		
CURRENT ASSETS		
CASH AND BANK BALANCES, CURRENT		
200-61000 PAYROLL ACCOUNT (SGD)	NO	ACTIVE
200-62000 PAYROLL ACCOUNT (USD)	NO	ACTIVE
200-70000 INTERBANK CLEARING	NO	ACTIVE
200-79000 BANK REVALUATION ADJUSTMENT	NO	ACTIVE
TRADE AND OTHER RECEIVABLES(INCLUDING CONTRACT ASSETS), CURRENT		
100-11000 LEASEHOLD PROPERTY - COST	NO	ACTIVE
200-20000 TRADE DEBTORS	NO	ACTIVE
200-30000 OTHER DEBTORS, DEPOSITS & PREPAYMENTS	NO	ACTIVE
200-31000 OTHER DEBTORS - LOCAL	NO	ACTIVE
200-39000 DEBTORS & CREDITORS CONTRA	NO	ACTIVE
200-41000 BANK 1 (SGD)	NO	ACTIVE
200-43000 BANK 2 (SGD)	NO	ACTIVE
FINANCIAL ASSETS - LEASE RECEIVABLES.CURRENT		

FINAL ACCOUNTS LAYOUT

Uniq365 allows almost unlimited ways to display your Profit & Loss Statement and Balance Sheet layout through **FINAL ACCOUNTS LAYOUT**. This module will help to manage the Profit and Loss classification and Balance sheet classification.

- There are 3 custom format available for user to customize reports - **custom 1, 2 and 3**.
- **LEVEL 1**- as main level, **LEVEL 2** - are branches of Level 1 account, while **LEVEL 3** - are branches of Level 2 account, key in your preferred description,
- **SORT 1 _ FOOTER** - key in the description of SUBTOTAL,
- **SHOW LINE** - will provide underline, can be **none**, **single** line or **double** lines.
- **PROFIT** - to show if the account is in normal credit balance or debit balance.
- **RUNNING TOTAL** under LEVEL 1 - sums up the total of Level 1, key in the description 'TOTAL'.
- **+ADD** - to add each account code corresponding chart of account.
- **LEVEL 3_ SORT 3** - key in **description**, select **print**, select **profit**, select **non stock** and category **trading**.
- **SAVE** - tick will save any new addition or changes.
- **DOWNLOAD TEMPLATE** - to get template in excel format for filling up,
- **IMPORT TEMPLATE** - to forward to system the prepared template,
- **EXPORT** - to export in excel format.
- **CHANGE AUDIT TRAIL**-provide report of latest change done by user.

Account Classifications for Reports

Add To ShortCut

Custom - 1

Custom - 2

Custom - 3

Level 1

Header

100

INCOME

Show Line

Sort_1

Footer

100

INCOME

None

Single

Double

Print

Credit Balance

Running Total

TOTAL INCOME

None

Single

Double

Profit

No Profit

Discount Level 2

Header

010

TRADE INCOME

Show Line

Print

Credit Balance

Sort 2

Footer

010

None

Single

Double

Profit

No Profit

+ Add

	Level 3	Sort 3	Description	Print	Profit	Stock	Category
<input checked="" type="checkbox"/> <input type="checkbox"/>	001	001	SALES - PRODUC...	Credit Balance	No Profit	Non Stock	Trading
<input checked="" type="checkbox"/> <input type="checkbox"/>	010	010	SALES - SERVICE	Credit Balance	No Profit	Non Stock	Trading
<input checked="" type="checkbox"/> <input type="checkbox"/>	020	020	SALES - DISCOU...	Debit Balance	No Profit	Non Stock	Trading

Save

Download Template

Import Template

Export

Change Audit Trail

HOW TO GET PROFIT AND LOSS CLASSIFICATION REPORT?

- In General ledger -> Reports Queries -> Profit and Loss (Classification)
- In General ledger -> Reports Queries -> Balance Sheet (Classification)

General Ledger (GL) Report & Queries

Add To ShortCut

Export Excel

Query

Preview

Profit and Loss

Profit and Loss (Classification)

Profit and Loss (Classification - In Month)

Profit & Loss Account

With Percentage

Currency = SGD

Period 12
December2025 YTD
2025**INCOME****TRADE INCOME**

SALES - PRODUCTS	0.00	0.00%	10,550.00	0.00%
SALES - SERVICE	0.00	0.00%	0.00	0.00%
SALES - DISCOUNT	0.00	0.00%	0.00	0.00%
	0.00	0.00%	10,550.00	0.00%

SERVICE INCOME

SALES - CONSULTING SERVICES	0.00	0.00%	0.00	0.00%
SALES - SERVICES (GENERAL)	0.00	0.00%	0.00	0.00%
SALES - TRAINING SERVICES	0.00	0.00%	0.00	0.00%
	0.00	0.00%	0.00	0.00%

TOTAL INCOME

0.00	0.00%	10,550.00	0.00%
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COST OF SALES

OPENING STOCKS (P/L)	0.00	0.00%	0.00	0.00%
ADD: PURCHASES	0.00	0.00%	4,600.00	0.00%
ADD: COST OF SALES OTHERS	0.00	0.00%	0.00	0.00%
ADD: COST OF SALES - LICENSE FEES	0.00	0.00%	0.00	0.00%
LESS: PURCHASE DISCOUNTS	0.00	0.00%	0.00	0.00%
LESS: CLOSING STOCK (P/L)	0.00	0.00%	0.00	0.00%
	0.00	0.00%	4,600.00	0.00%

GROSS PROFIT

0.00	0.00%	5,950.00	0.00%
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OTHER INCOME

GAIN ON DISPOSAL OF FIXED ASSET	0.00	0.00%	0.00	0.00%
OTHER INCOME	0.00	0.00%	0.00	0.00%
INTEREST EARNED	0.00	0.00%	0.00	0.00%
PROFESSIONAL COURSE PROG GRANT	0.00	0.00%	0.00	0.00%
SMF SALARY SUPPORT	0.00	0.00%	0.00	0.00%
SPECIAL EMPLOYMENT CREDIT	0.00	0.00%	0.00	0.00%
WAGE CREDIT SCHEME	0.00	0.00%	0.00	0.00%
JOB SUPPORT SCHEME	0.00	0.00%	0.00	0.00%
SPRING SG PSG GRANT	0.00	0.00%	0.00	0.00%
	0.00	0.00%	0.00	0.00%

OTHER INCOME

0.00	0.00%	0.00	0.00%
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CONTROL ACCOUNT GL

In Uniq365, this option determines how the GL is updated when posting transactions, in **GL ACCOUNT POSTING SETTING**.

User is reminded that **SETTINGS** should be set permanently at the start of use of new account book and not to be accessed other than by the ADMIN user.

- **ACCOUNT NAME** -control accounts of exchange gain or loss realized and unrealized
- **POSTING TYPE** - select from dropdown '**FIXED**' or '**CURRENCY**'
- **FIXED ACCOUNT** - if posting type selected is FIXED, select the chart of account that corresponds to the exchange gain/loss account code
- **YEAR ENDING CLOSING** - settings for the year ending

- **OTHER CONTROL ACCOUNTS** - setting for the **GST SALES, GST PURCHASES, GST FIXED ASSETS, GST CLEARING and ROUNDING DIFFERENCE ACCOUNT.**

For example, the Chart of Account to be posted for Exchange Gain/Loss or GST tax depends on what has been selected for the respective account as shown below example.

GL Account Posting Settings

Add To ShortCut

Account Name	Posting Type	Fixed Account	
Exch Gain/Loss Realised	Fixed	800-72100	EXCHANGE DIFFERENCE - REALISED
Exch Gain/Loss Unrealised	Fixed	800-72200	EXCHANGE DIFFERENCE - UNREALISED

Year End Closing

Other Control Accounts

Year End Trn Type: GY
P & L Account: 400-13000
Retained Earnings A/c: 400-12000
Revaluation Type: GD
Re-ini Acc Trn Type:

GST - Sales: 300-32000
GST - Purchases: 300-31000
GST - Fixed Asset: 300-31000
GST - Clearing: 300-33000
Rounding Diff A/c: 900-21200

Save

CONTROL ACCOUNT such as TRADE DEBTORS AND TRADE CREDITORS are also ticked in CHART OF ACCOUNT, as in below sample.

Chart Of Accounts

Mandatory Info Custom Format

Save

Delete

LISTING

Account

200-20000

☐ Inactive

Name

TRADE DEBTORS

Account Type

Assets

Sub-Level 1

Current Assets

Sub-Level 2

Trade and other receivables(including contract assets), current

☐ Need Revaluation (AR, AP, Cash Control Account Only)
 ☐ Auto-Apportionment of GL Account
 ☐ Revenue item for GST F5 Box 13 reporting
 ☒ Control Account
 ☐ 100% composition in P&L classification

CHART OF ACCOUNTS DATA IMPORT

In **Uniq365**, **CHART OF ACCOUNTS DATA IMPORT** will help first-time user to import new CHART OF ACCOUNTS list.

HOW TO IMPORT CHART OF ACCOUNTS?

- **DOWNLOAD TEMPLATE** - before import, download template for filling up of CHART OF ACCOUNTS
- **FIELDS MAPPING** - choose file should be in excel format
- **UPLOAD** button - after choose file
- **DATABASE FIELDS** - select 'account' should match 'excel/access fields' or
- **AUTO MAP** - tick to auto map
- **VERIFY** - tick then system will verify if fields are correctly mapped
- **IMPORT** - import every field accordingly
- **VIEW ERROR LOG** - will list the error log, pay attention to the mentioned fields and try to correct them. If anything else, contact UNIQ365 support for assistance
- **VIEW IMPORT LIST** - will list imported fields

Chart Of Account Data Import

Input Method

External Data Path

Fields Mapping

Choose File

No file chosen

Upload

[Download Template](#)

Account	Account Name	Type	Action
No data available in table			

Database fields(s)

Account

Excel/Access fields(s)

☐ Auto Map

Map Field

Verify

Import

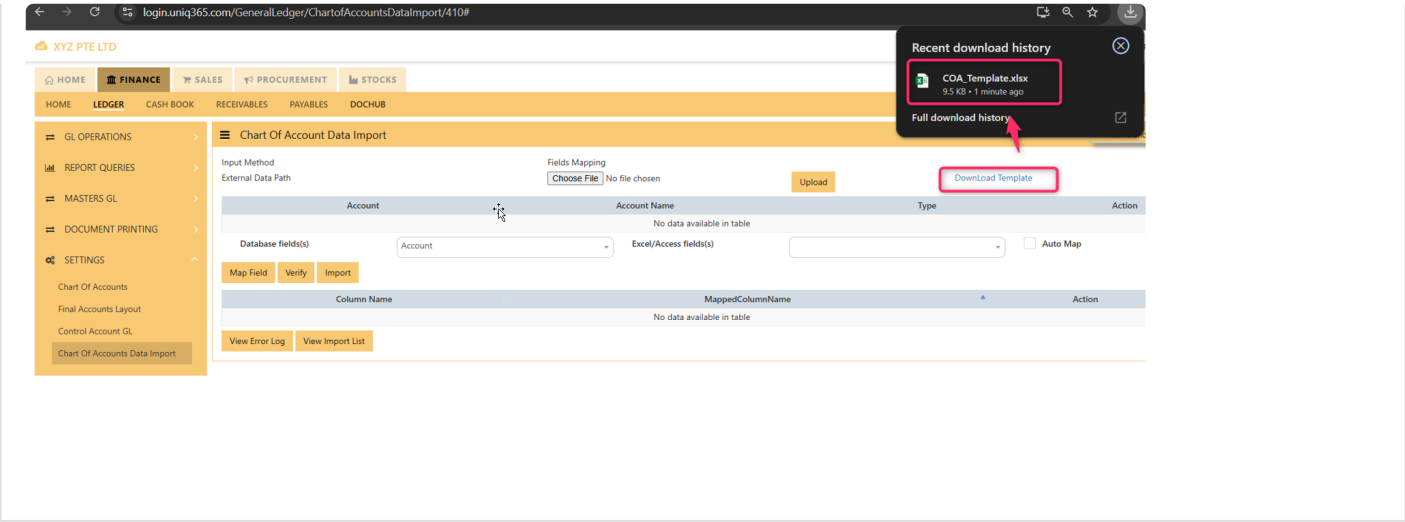
Column Name	MappedColumnName	Action
No data available in table		

View Error Log

View Import List

DOWNLOAD TEMPLATE SAMPLE

- **check download folder** - open COA_template and fill



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