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


SETTINGS NAVIGATION
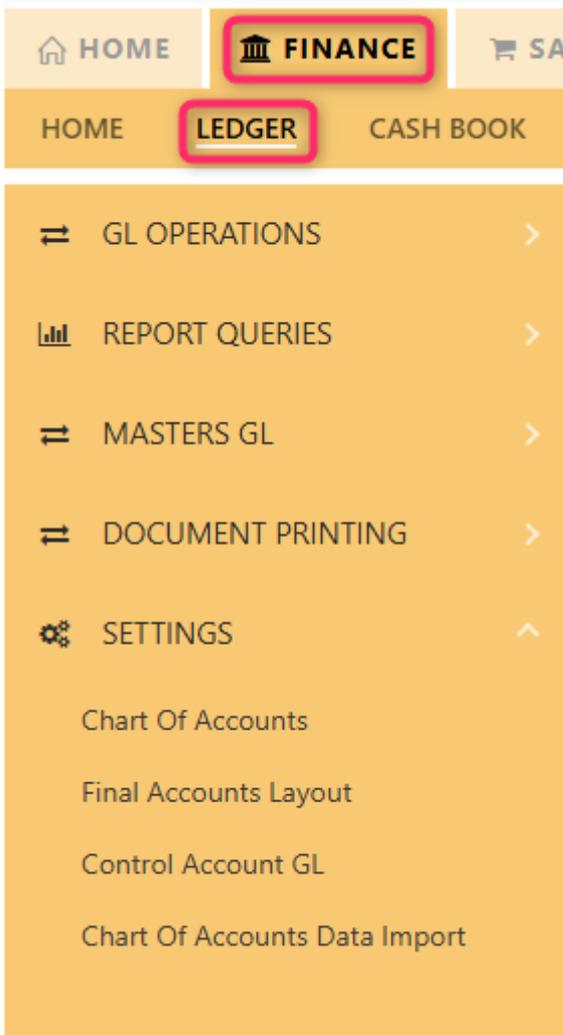
CHART OF ACCOUNTS

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.

- **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?

- **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'**.
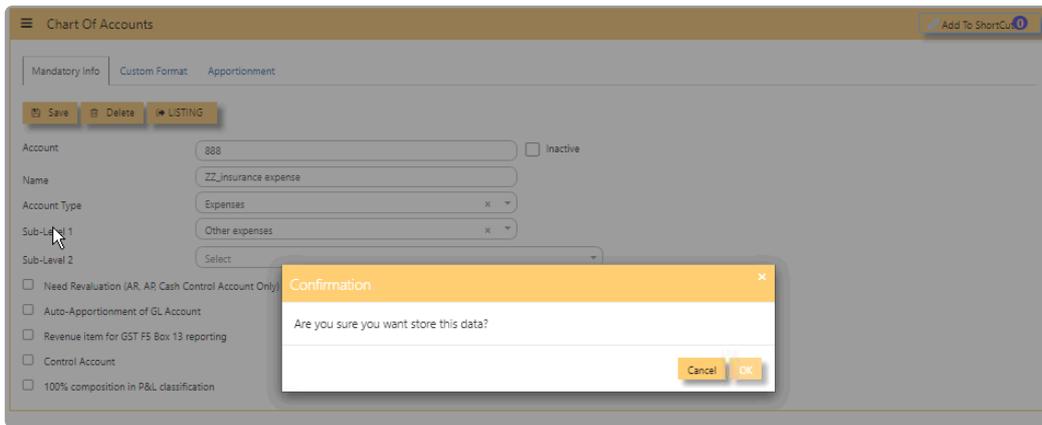
- **DELETE** - to delete a specific chart-of-account code
- **LISTING** - click to go back to the listing with 'search'
- **CUSTOM FORMAT** - relates to the final accounts layout, to select the related level 1, level 2 and level 3
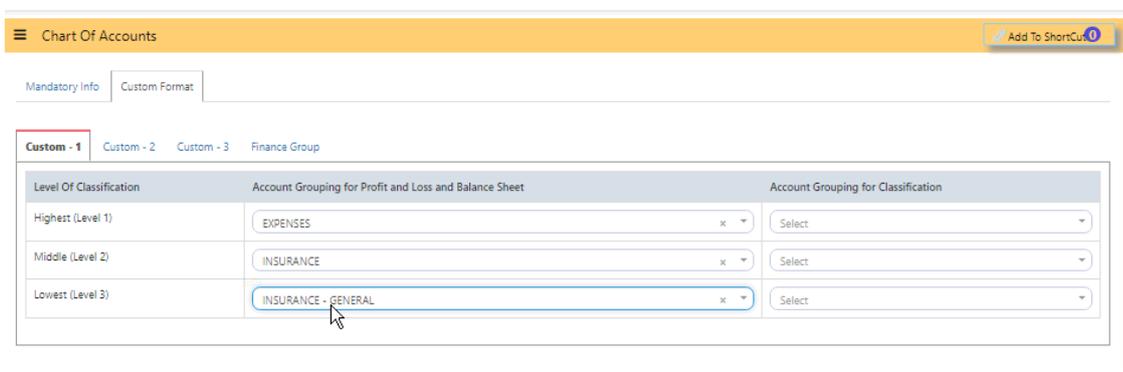
HOW TO EDIT CHART OF ACCOUNT CODE?

- 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,

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			

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.

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)

Profit & Loss Account
With Percentage

Currency = SGD

	Period 12 December		2025 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%
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%
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%
OTHER INCOME	0.00	0.00%	0.00	0.00%

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.

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

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

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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

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DOWNLOAD TEMPLATE SAMPLE

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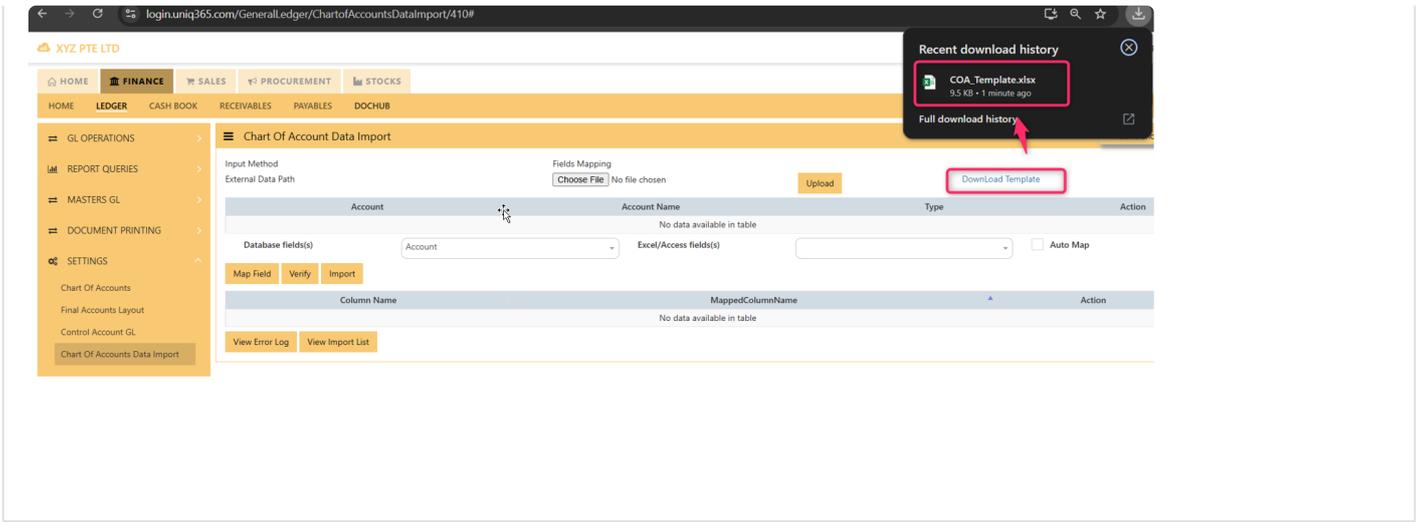
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