

**ACCURATE 4 QUICK START**

## 1. DATA PERUSAHAAN YANG PERLU DIPERSIAPKAN

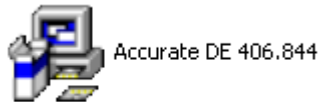
Sebelum membuat database ACCURATE 4, data perusahaan yang perlu Anda siapkan adalah sbb :

- Daftar Kas dan Bank beserta jumlahnya masing-masing.
- Daftar Piutang dan Daftar Hutang.
- Rekap Stok Barang Dagang yang meliputi kode barang, nama barang, tanggal dan kuantitas terakhir, harga jual per unit barang, dan harga beli terakhir per unit barang (jika ada).
- Daftar Jasa yang Anda sediakan yang meliputi kode jasa, nama jasa dan nilai jual jasa tersebut.

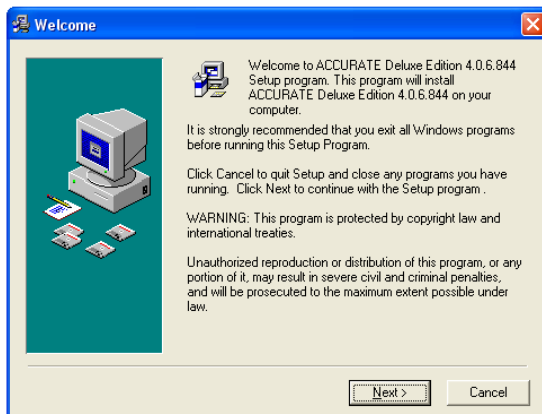
**Catatan:** Setiap jenis barang / jasa harus memiliki satu kode, jika Anda belum memiliki kode barang / jasa maka Anda dapat membuat sendiri sesuai dengan kebutuhan Anda, dan pastikan antara kode barang dan kode jasa tidak ada yang sama.

## 2. INSTALASI PROGRAM ACCURATE 4 Accounting Software

- Masukkan CD ACCURATE 4 ke dalam CD-ROM dan double klik installer seperti terlihat di bawah ini :



- Kemudian klik tombol next hingga finish.



### 3. MEMBUAT DATABASE ACCURATE 4 BARU

Program ACCURATE 4 Accounting Software yang telah terinstall dalam komputer , dapat kita aktifkan dengan cara:

- Klik tombol Start - Programs/All Program – CPSSoft - ACCURATE 4, atau dapat juga mengklik icon ACCURATE 4 yang ada pada desktop komputer.
- Pada tampilan Welcome To ACCURATE 4, klik tombol Create New Company (Buat Database Baru).

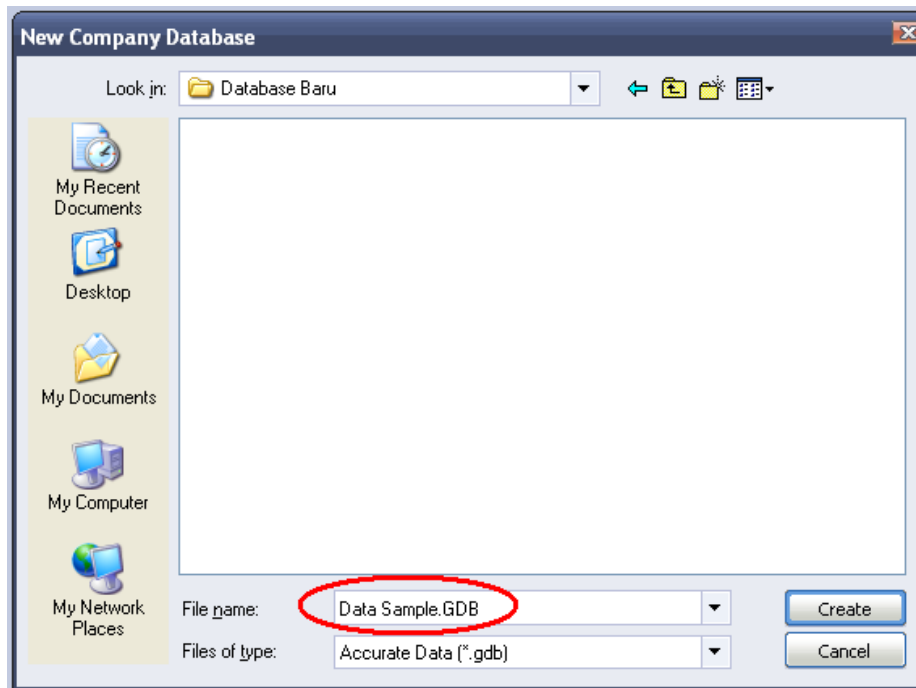


Langkah selanjutnya, perhatikan petunjuk gambar di bawah ini:

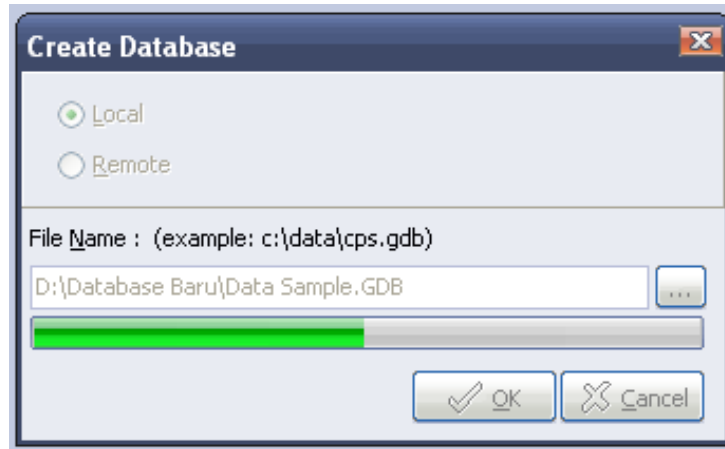
- Pada tampilan window Create Database, klik Tombol Elipsis untuk browse alamat folder yang akan Anda gunakan sebagai lokasi penyimpanan database ACCURATE 4.



- Setelah menentukan alamat folder yang akan digunakan sebagai lokasi penyimpanan dabatase, langkah selanjutnya ketikkan nama database ACCURATE 4 Anda pada kolom File Name.



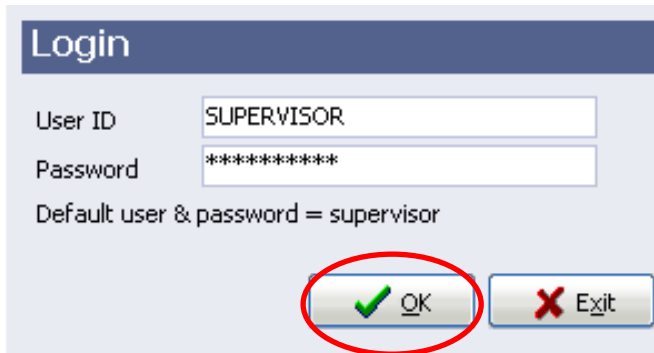
- Setelah mengetikkan nama Database ACCURATE 4, langkah selanjutnya klik tombol CREATE, lalu klik tombol OK.



- Tunggu beberapa saat sampai proses pembuatan Database baru selesai dilakukan.

#### 4. LOGIN DATABASE ACCURATE 4

Setelah proses pembuatan database baru selesai dilakukan, secara otomatis ACCURATE 4 akan menampilkan window login untuk masuk ke dalam Database baru tersebut. Silahkan login dengan User Name : SUPERVISOR dan Password : SUPERVISOR.



Login

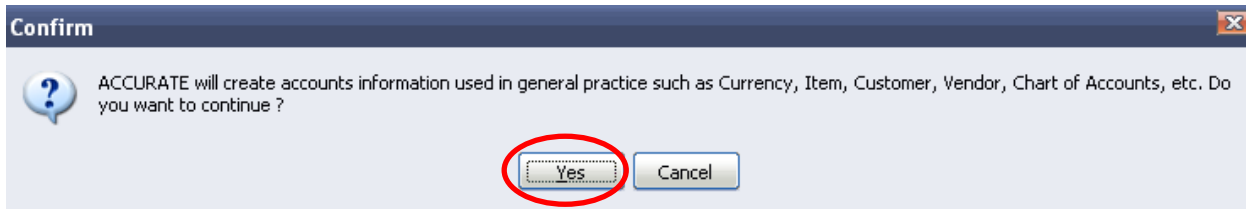
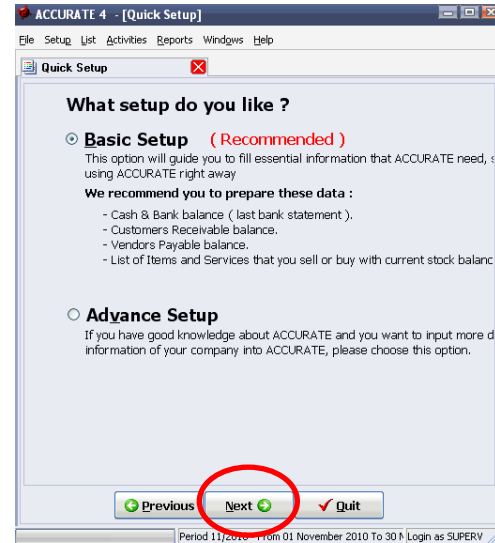
User ID

Password

Default user & password = supervisor



## 5. SETUP AWAL DATABASE MENGGUNAKAN BASIC SETUP.



## Basic Setup terdiri dari 7 tahap pengisian :

### 1. Currency & Company Info (Mata Uang & Info Perusahaan)

ACCURATE 4 - [Quick Setup]

File Setup List Activities Reports Windows Help

Quick Setup

Currency & Comp Info Cash/Bank Customers & Vendors Items & Services

Company Information

Step 1 of 7 - Company Information and Currency

Fill your company information and currency below :

\* Required field

Company Name \* ACCURATE Business Center

Addresses  
Jl. Kamal Raya (Outer Ring Road)  
Mall Taman Palem Lt. 1 No. 76C  
Jakarta Barat

Default Currency \* IDR

Enter your currencies :

You can add, edit and delete directly to the table below. To add use down arrow key on keyboard. To delete, use mouse right click, choose delete.

Name	Rate	Rate Type	Country	Symbol
IDR	1	1 IDR = 1 IDR	Indonesia	Rp

Hk

Previous Next Quit

Silahkan masukkan Informasi Perusahaan Anda dan Informasi Mata Uang yang Anda gunakan.

Setelah itu klik tombol Next untuk melanjutkan ke menu setup berikutnya.

## 2. Cash/Bank Information (Informasi Kas dan Bank)

ACCURATE 4 - ACCURATE Business Center [D:\Database ...]

File Setup List Activities Reports Windows Help

Quick Setup

Currency & Comp Info Cash/Bank Customers & Vendors Items & Services

Cash/Bank Information

Step 2 of 7 - Cash/Bank Information

Enter your cash and bank with current balance that you have :

⚠ You can add, edit and delete directly to the table below. To add use down arrow key or click, choose delete.

Name	Balance Date	Current Balance
Kas Kecil	31 Dec 09	0
Kas Besar	31 Dec 09	0
Bank	31 Dec 09	0

Total Cash and Bank : Rp 0

Previous Next Quit

Silahkan masukkan data Kas dan Bank beserta nilainya. Setelah selesai klik tombol Next untuk melanjutkan ke menu setup berikutnya.

### 3. Customer Information (Informasi Pelanggan)

Silahkan masukkan data pelanggan (customer) berdasarkan Daftar Piutang Anda. Untuk mengisi jumlah piutang, klik tombol Opening Balance. Setelah selesai, klik tombol Next untuk melanjutkan ke menu setup berikutnya.

The screenshot shows the 'ACCURATE 4 - ACCURATE Business Center' application window. The title bar indicates the database is '[D:\Database Baru\DATA SAMPLE.GDB] - [Quick Setup]'. The menu bar includes 'File', 'Setup', 'List', 'Activities', 'Reports', 'Windows', and 'Help'. The 'Quick Setup' window has four tabs: 'Currency & Comp Info', 'Cash/Bank', 'Customers & Vendors', and 'Items & Services'. The 'Customers & Vendors' tab is active, and the 'Customer' sub-tab is selected. The main area displays 'Step 3 of 7 - Customers Information' with the instruction 'Enter your Customers with current receivable balance :'. Below this, there are two red warning icons and instructions: '- To input Opening Balance, fill/choose one of the Customer Name, then click 'Opening Balance' button to insert outstanding invoices.' and '- You can add, edit and delete directly to the table below. To add use down arrow key on keyboard. To delete, use mouse right click, choose delete.' A table with two columns, 'Name' and 'Opening Balance', contains two rows: 'Sumber Wangi, PT' with a balance of 15.000.000 and 'Terras Kota, PT' with a balance of 25.000.000. To the right of the table is an 'Opening Balance' button. Below the table, the text 'Total Opening Balance : Rp 40.000.000' is displayed. At the bottom of the window, there are 'Help', 'Previous', 'Next', and 'Quit' buttons. The status bar at the very bottom shows 'Period 11/2010 - From 01 November 2010 To 30 November 2010' and 'Login as SUPERVISOR'.

Name	Opening Balance
Sumber Wangi, PT	15.000.000
Terras Kota, PT	25.000.000

Total Opening Balance : Rp 40.000.000

#### 4. Vendor Information (Informasi Pemasok/Supplier)

Silahkan masukkan data pemasok (supplier) berdasarkan Daftar Hutang Anda. Cara pengisian tabel ini sama seperti pengisian informasi pelanggan (lihat poin 3). Setelah selesai, klik tombol Next untuk melanjutkan ke menu setup berikutnya.

The screenshot shows the 'ACCURATE 4 - ACCURATE Business Center' interface. The 'Quick Setup' window is open, displaying the 'Vendors Information' step. The window title is 'ACCURATE 4 - ACCURATE Business Center [D:\Database Baru\DATA SAMPLE.GDB] - [Quick Setup]'. The menu bar includes 'File', 'Setup', 'List', 'Activities', 'Reports', 'Windows', and 'Help'. The 'Quick Setup' window has tabs for 'Currency & Comp Info', 'Cash/Bank', 'Customers & Vendors', and 'Items & Services'. The 'Customers & Vendors' tab is active, and the 'Vendor' sub-tab is selected. The main area is titled 'Step 4 of 7 - Vendors Information' and contains the instruction: 'Enter your Vendors with current payable balance :'. Below this, there is a warning icon and a list of instructions: '- To input Opening Balance, fill/choose one of the Vendor Name, then click 'Opening Balance' button to insert outstanding invoices.' and '- You can add, edit and delete directly to the table below. To add use down arrow key on keyboard. To delete, use mouse right click, choose delete.' A table with two columns, 'Name' and 'Opening Balance', is displayed. The table contains two rows: 'Mandiri Usaha, PT' with an opening balance of 500.000 and 'Sekian Kali Sukses, PT' with an opening balance of 10.000.000. To the right of the table is an 'Opening Balance' button. Below the table, the text 'Total Opening Balance : Rp 10.000.000' is shown. At the bottom of the window, there are 'Previous', 'Next', and 'Quit' buttons. The status bar at the bottom of the application shows 'Period 11/2010 - From 01 November 2010 To 30 November 2010' and 'Login as SUPERVISOR'.

Name	Opening Balance
Mandiri Usaha, PT	500.000
Sekian Kali Sukses, PT	10.000.000

Total Opening Balance : Rp 10.000.000

## 5. Inventory Cost Method (Penentuan Metode Harga Pokok Persediaan)

Silahkan pilih metode pencatatan persediaan yang akan Anda gunakan dalam perhitungan Harga Pokok Persediaan. Setelah itu klik tombol Next untuk masuk ke menu setup berikutnya.

The screenshot shows the 'ACCURATE 4 - ACCURATE Business Center' window. The title bar indicates the database is '[D:\Database Baru\DATA SAMPLE.GDB] - [Quick Setup]'. The menu bar includes 'File', 'Setup', 'List', 'Activities', 'Reports', 'Windows', and 'Help'. The 'Quick Setup' window has a red 'X' icon in the top right corner. It features four main sections: 'Currency & Comp Info', 'Cash/Bank', 'Customers & Vendors', and 'Items & Services'. The 'Items & Services' section is currently active, showing a 'Cost Method' tab. Below the tabs, the text reads 'Step 5 of 7 - Inventory Cost Method'. There are two radio button options: 'Average (Recommended)' and 'First In First Out'. The 'Average' option is selected. Below the options, a red warning message states: 'WARNING: This method cannot be changed after you start making transaction'. At the bottom of the window, there are three buttons: 'Previous', 'Next', and 'Quit'. The status bar at the very bottom shows 'Period 11/2010 - From 01 November 2010 To 30 November 2010' and 'Login as SUPERVISOR'.

ACCURATE 4 - ACCURATE Business Center [D:\Database Baru\DATA SAMPLE.GDB] - [Quick Setup]

File Setup List Activities Reports Windows Help

Quick Setup

Currency & Comp Info Cash/Bank Customers & Vendors **Items & Services**

Cost Method Item Services

Step 5 of 7 - Inventory Cost Method

**Average (Recommended)**  
This method is based on purchase cost average at the time.

**First In First Out**  
This method calculates cost of item based on first received item.

**WARNING: This method cannot be changed after you start making transaction**

Help

Previous Next Quit

Period 11/2010 - From 01 November 2010 To 30 November 2010 Login as SUPERVISOR

## 6. Item Information (Informasi Persediaan Barang)

Silahkan masukkan informasi persediaan barang dagang berdasarkan Rekap Stok Barang Dagang Anda.

ACCURATE 4 - ACCURATE Business Center [D:\Database Baru\DATA SAMPLE.GDB] - [Quick Setup]

File Setup List Activities Reports Windows Help

Quick Setup

Currency & Comp Info Cash/Bank Customers & Vendors **Items & Services**

Cost Method **Item** Services

### Step 6 of 7 - Items Information

Enter the Items that you sell or buy with current stock balance :

You can add, edit and delete directly to the table below. To add use down arrow key on keyboard. To delete, use mouse right click, choose delete.

Item No.	Name	Stock Date	Qty	Unit1	Last purch. price/unit	Sales Price
BB - Gem	Blackberry Gemini	31 Dec 09	100	Pcs	1,500.000	2,100.000
BB - Bold	Blackberry Bold	31 Dec 09	100	Pcs	3,000.000	4,000.000
BB - Jave	Blackberry Javellin	31 Dec 09	100	Pcs	2,500.000	3,000.000
<b>BB - Onyx</b>	Blackberry Onyx	31 Dec 09	100	Pcs	4,000.000	5,500.000


Help ?

Previous Next Quit

Period 11/2010 - From 01 November 2010 To 30 November 2010 Login as SUPERVISOR

Jika satuan unit barang yang Anda miliki lebih dari satu jenis, Anda dapat melakukan setting multi unit dengan cara :

- ✓ Isi kolom Unit 1 dengan satuan unit terkecil.
- ✓ Kemudian klik tombol ellipsis untuk menampilkan form Additional Unit.

Item No.	Name	Stock Date	Qty	Unit 1	Last purc. price/unit	Sales Price
BB - Bold	Blackberry Bold	31 Dec 09	100	Pcs 	3.000.000	4.000.000
BB - Gem	Blackberry Gemini	31 Dec 09	100	Pcs	1.500.000	2.100.000
BB - Jave	Blackberry Javellin	31 Dec 09	100	Pcs	2.500.000	3.000.000
BB - Onyx	Blackberry Onyx	31 Dec 09	100	Pcs	4.000.000	5.500.000

**Additional Unit**

Unit 2 : Lsn = 12 X Pcs

Unit 3 : Dus = 24 X Pcs

- ✓ Setelah setting multi unit selesai dilakukan, silahkan klik tombol OK untuk menyimpan data Additional Unit.
- ✓ Setelah seluruh pengisian informasi barang dagangan selesai, klik tombol Next untuk masuk ke setup berikutnya.



## 7. Services Information (Informasi Jasa )

Silahkan masukkan informasi jasa Anda berdasarkan Daftar Jasa Anda. Setelah seluruh pengisian informasi jasa selesai, klik tombol Next untuk mengakhiri proses setup database ACCURATE 4.

Code	Name	Sales Price
SS - For	Jasa Format Ulang	50.000
SS - Ring	Jasa Isi Ring Tone	20.000
SS - Rep	Jasa Perbaikan	100.000

### Setup Awal Database Selesai

Kini Anda telah menyelesaikan Persiapan Database ACCURATE 4, klik tombol Finish untuk keluar dari tampilan Quick Setup. Database ACCURATE 4 telah siap untuk digunakan dalam penginputan transaksi berjalan.

**SELAMAT MENGGUNAKAN ACCURATE 4**