A DLS Technology Guide

# SQL Account Quick-Start Guide

Your first day with SQL Account — installation through to your first invoice. Written for Malaysian SMEs in the Klang Valley.

> *This guide is a companion to your on-site DLS Technology setup. Keep it nearby for the first few weeks until your team is comfortable. Any questions — WhatsApp +6016-620 6990 or email sales@dlstech.com.my.*

## Before You Begin

Make sure the following are ready before your DLS Technology setup visit. A small prep effort here saves hours during installation.

### Your business details

- SSM company name, registration number, and address
- SST registration number (if you are a registered person)
- LHDN Tax Identification Number (TIN) — required for E-Invoice
- Bank account details for receipt mapping

### Your existing data (if migrating)

- Latest year-end trial balance from your previous system
- Customer and supplier master list (Excel or PDF is fine)
- Stock list with opening quantities and unit costs
- Outstanding invoices and payments as at migration date

### Your IT setup

- A Windows 10 or 11 Pro PC (or Server) acting as the SQL server
- All workstations on the same office network (LAN)
- A backup destination — external HDD, NAS, or cloud storage

# Installation & First Setup

During the setup visit, your DLS Technology consultant will walk you through these steps. You don't need to do them yourself — but knowing the sequence helps your team understand the system.

**01** **Install SQL Account on the server PC**
Downloaded from sql.com.my, installed as administrator. Firebird database engine is included.

**02** **Create your company database**
Enter your SSM name, address, SST status, and financial year-end. Once set, the financial year-end is hard to change — get it right first time.

**03** **Set up the chart of accounts**
SQL ships with a default Malaysian chart of accounts. DLS will customise this to match your industry — adding specific control accounts as needed.

**04** **Install on workstations**
Each workstation runs the SQL Account client pointing at the server's database. We'll test multi-user concurrency before leaving.

**05** **Create user logins**
One user per real human. Set access rights per module — for example, restrict who can view salary information or modify supplier records.

**06** **Configure backup**
Daily automated backup to your chosen destination. We test the restore process so you know it actually works.

> ***Important.*** *Do not skip the backup step. We've seen too many businesses lose months of data to hardware failure. Your DLS engineer will configure this on day one.*

# Issuing Your First Invoice

Once installation is done, here is the path to your first real invoice. The whole flow takes about 5 minutes for a standard sale.

01 **Add the customer**
Maintain → Customer → New. Enter company name, address, TIN (mandatory for E-Invoice B2B), credit terms, and SST status.

02 **Add the stock item or service**
Maintain → Stock → New. Enter code, description, unit, and selling price. For services, set the unit to "UNIT" or "HOUR".

03 **Create the invoice**
Sales → Invoice → New. Pick the customer, add stock lines, and the system calculates SST automatically.

04 **Submit to LHDN MyInvois**
Click the E-Invoice button. SQL submits to LHDN's portal and returns a Unique Identifier (UUID) within seconds. The PDF of the invoice now carries an LHDN QR code.

05 **Print, email, or both**
One-click print to your printer, or click Email to send a PDF directly to the customer's email address on file.

## What to do if MyInvois rejects the invoice

LHDN returns a clear error message — usually one of: missing TIN, invalid MSIC code, or wrong tax classification. SQL highlights the field in red. Fix it, click Resubmit.

You have a **72-hour cancellation window** after successful submission if you spot a mistake. After that, you must issue a credit note to correct it.

# Building a Daily, Weekly & Monthly Rhythm

SQL Account rewards discipline. The more consistent you are with daily entries, the cleaner your reports come out — and the less stressful month-end becomes.

## Daily (5–15 minutes)

- Enter every sale and purchase invoice the same day
- Receipt customer payments against the right invoice
- Update petty-cash journal entries

## Weekly (30 minutes)

- Bank reconciliation — match SQL bank account to bank statement
- Aged-receivables review — identify customers overdue
- Run batch-email of customer statements for any overdue accounts

## Monthly (1–2 hours)

- Run profit & loss and balance sheet — compare to prior month
- Stock reconciliation (or full stock-take quarterly)
- SST F5 submission (if applicable to your business)
- Verify backup integrity — do a test restore quarterly

> *Need a hand setting up the rhythm? We run free 30-minute refresher calls for our customers. WhatsApp +6016-620 6990 and we'll schedule one.*

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