

## Salary Deduction Exporter Version 1.0 Add-On Program

Product Code: **SDX**

### Product Description:

This add-on program enables the user to transfer or **export** the data columns from an MS Excel Worksheet (xls file) into the Journal Voucher Transaction File of the Coop Accounting System. It can also **preview and print** the resulting JV entries for final checking and **post** the JV into Coop Accounting System. The program is specifically designed to process a Salary Deduction Worksheet format, hence, it automatically adds the DEBIT entries required to balanced the JV transaction.

### Benefits:

- ✓ Processes a Salary Deduction Worksheet into JV entries with automatic DEBIT entries
- ✓ No more data encoding of long JV entries in Coop Accounting
- ✓ Eliminates errors from manual data entry by the user
- ✓ Easy to learn and use and support assistance is available
- ✓ User-defined Journal Entries can be setup and saved for later use
- ✓ Previewing and Printing of the resulting JV entries
- ✓ Posting of the JV is now just one click of a button

### Sample Screenshot:

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### Salary Deduction Exporter

Step 1 | Step 2 | Step 3 | Step 4

Select an Excel Worksheet File:

D:\My Documents\sample.xls

Worksheet Row and Column Settings:

Member Code Column Letter:   Use Employee ID No. Field to Search Member File

Member Name Column Letter:

Starting Data Row Number:

Ending Data Row Number:

Coop. Code for Debit Entries:

Name of Cooperative:

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## Salary Deduction Exporter

Step 1 | Step 2 | Step 3 | Step 4

Select an Coop Project:

Project Data Path:

Select Account:

Worksheet Column Letter:

Account Code	Account Name	Account Title	Column Letter
102.01	Regular	Regular Loan	B
102.03	PCL	Petty Cash Loan	C
201.00	Savings	Savings Deposits	D
301.01	Share Cap.	Paid-up Shares-Common	E
401.00	Interest	Interest on Loans	F

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## Salary Deduction Exporter

Step 1 | Step 2 | Step 3 | Step 4

Code	Member Name	Code	Account Title	Debit	Credit
0004	Francisco, Nelia	301.01	Paid-up Shares-Common		150.00
0004	Francisco, Nelia	102.01	Regular Loan		75.00
0005	Alingig, Sylvia	301.01	Paid-up Shares-Common		200.00
0005	Alingig, Sylvia	102.01	Regular Loan		100.00
0005	Alingig, Sylvia	102.03	Petty Cash Loan		85.00
0006	Antones, Nenita	102.01	Regular Loan		125.00
0006	Antones, Nenita	102.03	Petty Cash Loan		170.00
0007	Aquino, Eva	102.01	Regular Loan		150.00
0007	Aquino, Eva	102.03	Petty Cash Loan		255.00
0009	Antido, Salvacion	102.01	Regular Loan		25.00
0009	Antido, Salvacion	102.03	Petty Cash Loan		85.00
0010	Verin, Ma. Theresa	102.01	Regular Loan		50.00
0010	Verin, Ma. Theresa	102.03	Petty Cash Loan		170.00
0011	Arañes, Petronila	301.01	Paid-up Shares-Common		50.00
0011	Arañes, Petronila	102.01	Regular Loan		75.00
0011	Arañes, Petronila	102.03	Petty Cash Loan		255.00
<b>TOTALS:</b>		<b>0 Members</b>		<b>0.00</b>	<b>0.00</b>

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Journal Voucher

JV Date: June 05, 2007  
 JV Number: 1  
 Explanation: Salary Deduction Distribution

CODE	MEMBER NAME	EMP. ID#	CODE	ACCOUNT TITLE	DEBIT	CREDIT
0004	Francisco, Melia		301.01	Paid-up Shares-Common		150.00
			102.01	Regular Loan	75.00	
0005	Alingig, Sylvia		301.01	Paid-up Shares-Common		200.00
			102.01	Regular Loan	100.00	
			102.03	Petty Cash Loan	85.00	
0006	Antones, Menita		102.01	Regular Loan	125.00	
			102.03	Petty Cash Loan	170.00	
0007	Aquino, Eva		102.01	Regular Loan	150.00	
			102.03	Petty Cash Loan	255.00	
0009	Antido, Salvacion		102.01	Regular Loan	25.00	
			102.03	Petty Cash Loan	85.00	
0010	Verin, Ma. Theresa		102.01	Regular Loan	50.00	
			102.03	Petty Cash Loan	170.00	
0011	Arañes, Petronila		301.01	Paid-up Shares-Common	50.00	
			102.01	Regular Loan	75.00	
			102.03	Petty Cash Loan	255.00	
0012	Anos, Mary Grace Lot		301.01	Paid-up Shares-Common	100.00	
			102.01	Regular Loan	100.00	
			102.03	Petty Cash Loan	340.00	
0013	Bacolod, Luisa		301.01	Paid-up Shares-Common	150.00	
			102.01	Regular Loan	125.00	
0014	Borja, Judith		301.01	Paid-up Shares-Common	200.00	
			102.01	Regular Loan	150.00	
			102.03	Petty Cash Loan	85.00	
0015	Baleña, Elvira		102.03	Petty Cash Loan	170.00	
0016	Baleña, Lucita		102.01	Regular Loan	25.00	
			102.03	Petty Cash Loan	255.00	
0017	Balueta, Lita		102.01	Regular Loan	50.00	
			102.03	Petty Cash Loan	340.00	
0018	Padilla, Leonora		102.01	Regular Loan	75.00	