

1. Unprotect sheet:

Right click pada sheet > pilih Unprotect Sheet > Masukkan password

The screenshot shows an Excel spreadsheet with a dashboard layout. The main content area is titled "UTAMA" and contains several sections:

- Maklumat Perniagaan:** A form with fields for business details (1-7).
- Instructions:** Three steps (Langkah 1, 2, 3) explaining data entry procedures.
- Financial Summary Table:** A table with columns for "Akaun & Penyata", "Cukai", "Zakat", "Untung Bersih", "Untung Kasar", and "Perbelanjaan Pentadbiran". The "Akaun & Penyata" column has a sub-section "Akaun Untung & Rugi" with a value of "RM0.00".
- Buttons:** A vertical column of blue buttons: "Akaun Untung & Rugi", "Penyata Aliran Tunai", "Kunci Kira-Kira", "Imbangan Duga", "Penyata Pendapatan Komprehensif Lain", "Penyata Modal Rakan Kongsi", "Nota Perakaunan", and "Susut Nilai Asset".
- Links:** "Video Tutorial" (Klik Disini) and "FAQ" (Klik Sini).
- Admin Note:** A yellow box with text: "Admin: Sebarang bertangg... berlaku er... Simple ya...".

A right-click context menu is open over the "Utama" sheet tab at the bottom. The menu options include: Insert..., Delete, Rename, Move or Copy..., View Code, **Unprotect Sheet...** (highlighted with a red circle), Tab Color, Hide, Unhide..., and Select All Sheets. A red arrow points from the "Unprotect Sheet..." option to a "Password" input field in the background.

The spreadsheet interface includes the standard Excel ribbon (File, Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, Help, Acrobat) and the status bar at the bottom showing "Ready" and "100%".

File Home Insert Page Layout Formulas Data Review View Developer Help Acrobat Tell me what you want to do Share

R24

UTAMA

Maklumat Perniagaan

1 Nama Perniagaan :

2 No. SSM :

3 Tahun Berakhir :

4 Stok Awal :

5 Stok Akhir :

6 Baki Mula :

7 Untung / Rugi Mula :

Instructions

Langkah 1:
Lengkapkan butiran 'Maklumat Perniagaan' di atas.

Langkah 2:
Rekod transaksi duit 'MASUK' di dalam sheet *CashBank Deposits* 'Hijau', anda cuma perlu **CLICK BUTTON DEPOSIT**

Langkah 3:
Rekod transaksi duit 'KELUAR' di dalam sheet *CashBank Payments* 'Orange', anda cuma perlu **CLICK BUTTON PAYMENTS** sahaja bagi memulakan proses data entry.

Akaun & Penyata	Cukai	Zakat	Untung Bersih	Untung Kasar	Perbelanjaan Pentadbiran
Akaun Untung & Rugi	RM0.00	RM0.00	RM0.00	RM0.00	RM0.00
p/s: Selepas tolak Zakat					
Penyata Aliran Tunai					
Kunci Kira-Kira					
Imbangan Duga					
Penyata Pendapatan Komprehensif Lain					
Penyata Modal Rakan Kongsi					
Nota Perakaunan					
Susut Nilai Asset					

Hadapi masalah? *First, Go tru dulu video tutorial. Ada soalan? Cari jawapan di FAQ. Ada soalan lain? Tanya dalam group support.*

[Video Tutorial](#) [FAQ](#) [Group Support](#) [Password](#)
[Klik Disini](#) [Klik Sini](#) [Klik Sini](#)

Admin:
Sebarang modifikasi perlu dibuat dengan berhati-hati. Pihak Akaun Simple tidak bertanggungjawab jika berlaku sebarang masalah keatas modifikasi yang anda lakukan. Jika berlaku error/ralat yang tidak dapat diselesaikan, anda perlulah download semula file Akaun Simple yang baru melalui link yang terdapat di dalam emel Pengesahan Pembayaran.

Unprotect Sheet

Password:

Partners' Capital Notes Sch 2021 TB 2021 **Cukai & Zakat** Cash\$Bank Deposits Cash\$Bank Payments **Utama**

Ready 100%

2. Unlock Cell:

Right click pada cell > Format Cell > Protection > untick pada Locked > Click OK

The screenshot shows the Microsoft Excel interface with a spreadsheet titled 'Utama'. The spreadsheet is divided into several sections:

- Maklumat Perniagaan:** A form with fields for business name, SSM number, and dates.
- Instructions:** Three steps for data entry: Step 1 (filling in business info), Step 2 (recording 'MASUK' transactions), and Step 3 (recording 'KELUAR' transactions).
- Akaun & Penyata:** A sidebar with buttons for 'Akaun Untung & Rugi', 'Penyata Aliran Tunai', 'Kunci Kira-Kira', 'Imbangan Duga', 'Penyata Pendapatan Komprehensif Lain', 'Penyata Modal Rakan Kongsi', 'Nota Perakaunan', and 'Susut Nilai Asset'.
- Summary Table:** A table with columns for 'Cukai', 'Zakat', 'Untung Bersih', 'Untung Kasar', and 'Perbelanjaan Pentadbiran', all showing 'RM0.00'.

A right-click context menu is open over a cell in the 'Cukai' column. The 'Format Cells...' option is highlighted, and the 'Protection' tab is selected, with the 'Locked' checkbox unchecked. The spreadsheet is currently in 'Ready' mode.

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R3 X ✓ fx Cukai

1 UTAMA

3 Maklumat Perniagaan

5 1 Nama Perniagaan :
6 2 No. SSM :
7 3 Tahun Berakhir :
8 4 Stok Awal :
9 5 Stok Akhir :
10 6 Baki Mula :
11 7 Untung / Rugi Mula :

14 Instructions

15 **Langkah 1:**
16 Lengkapkan butiran 'Maklumat Perniagaan' di atas.

18 **Langkah 2:**
19 Rekod transaksi duit 'MASUK' di dalam sheet *CashBank*
20 Deposits 'Hijau', anda cuma perlu **CLICK BUTTON DEPOSIT**

22 **Langkah 3:**
23 Rekod transaksi duit 'KELUAR' di dalam sheet *CashBank*
24 Payments 'Orange', anda cuma perlu **CLICK BUTTON**
25 **PAYMENTS** sahaja bagi memulakan proses data entry.

Format Cells

Number Alignment Font Border Fill Protection

Locked
 Hidden

Locking cells or hiding formulas has no effect until you protect the worksheet (Review tab, Protect group, Protect Sheet button).

OK Cancel

Utung Kasar RM0.00 Perbelanjaan Pentadbiran RM0.00

password

Jawapan di FAQ. Ada soalan lain?

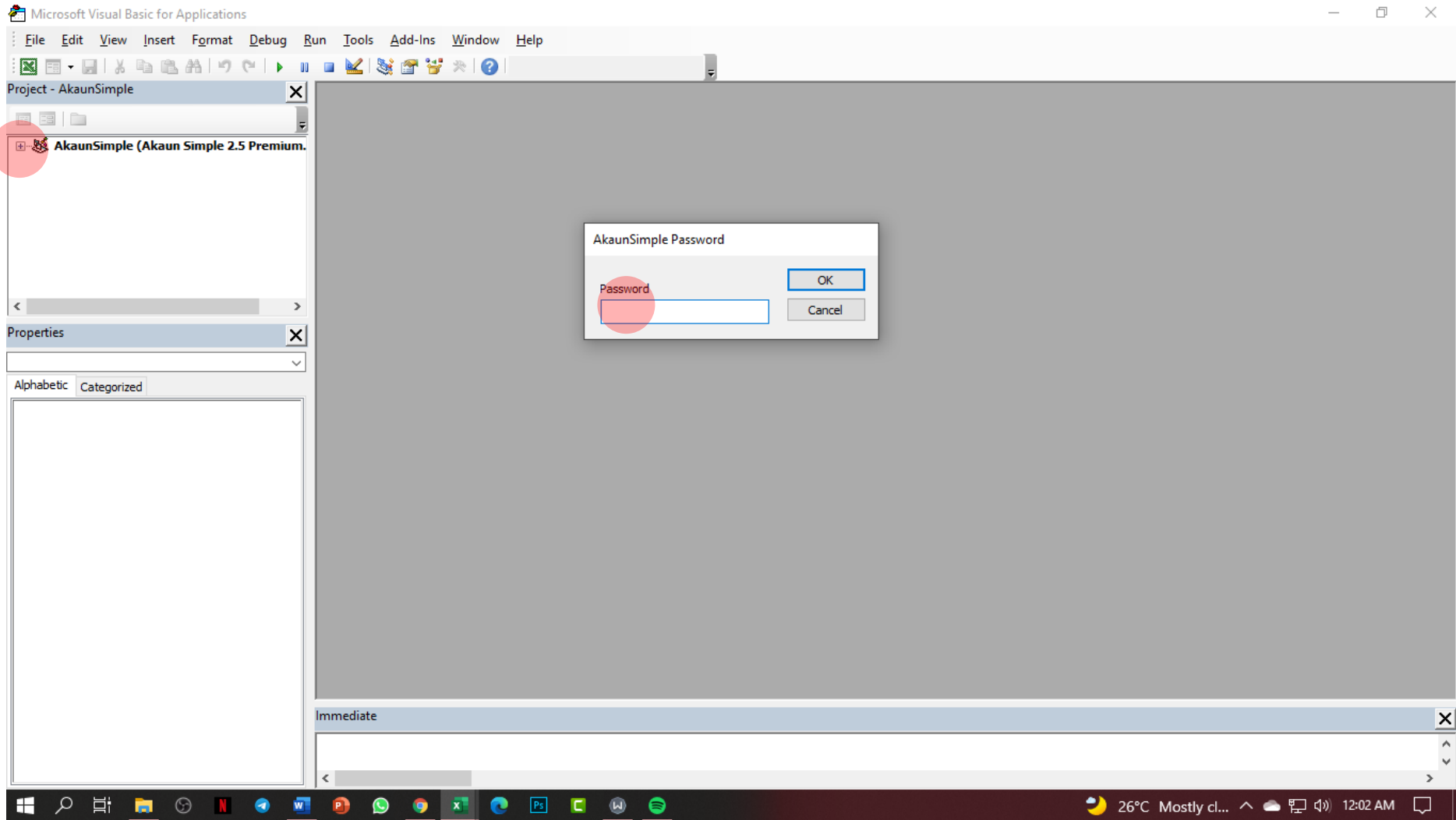
Utama

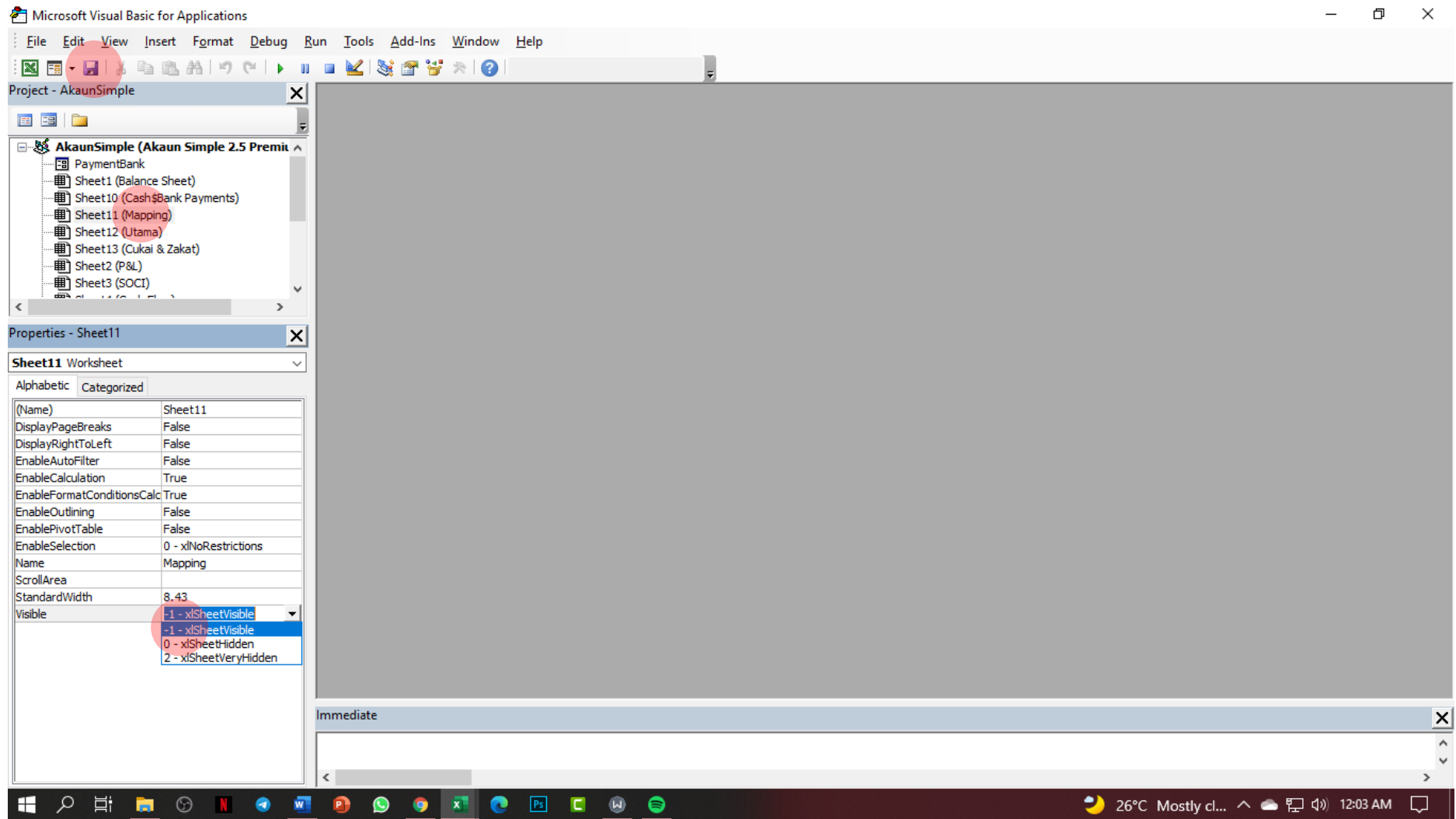
Ready

3. **Visible Mapping:** Objektif untuk menukar nama kategori di payment dan deposit. Mapping adalah back end senarai kategori yang terdapat di dalam button/form payment & deposit.

Click pada Developer > Visual Basic > Click icon + > Masukkan password > Sheet 11 (Mapping) > Visible > Pilih xlSheetVisible > Save.

The screenshot displays the Microsoft Excel interface with the Developer tab selected. A Visual Basic form is visible, titled 'UTAMA'. The form contains a table with the following columns: 'Akaun & Penyata', 'Cukai', 'Zakat', 'Untung Bersih', 'Untung Kasar', and 'Perbelanjaan Pentadbiran'. The 'Cukai' and 'Zakat' columns show 'RM0.00'. Below the table are several buttons for financial reporting: 'Akaun Untung & Rugi', 'Penyata Aliran Tunai', 'Kunci Kira-Kira', 'Imbangan Duga', 'Penyata Pendapatan Komprehensif Lain', 'Penyata Modal Rakan Kongsi', 'Nota Perakaunan', and 'Susut Nilai Asset'. A 'Password' button is highlighted with a red arrow. The bottom of the screen shows a taskbar with various sheets like 'Partners' Capital', 'Notes', 'Sch 2021', 'TB 2021', 'Cukai & Zakat', 'Cash\$Bank Deposits', 'Cash\$Bank Payments', and 'Utama'.





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D2

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Pendapatan / Revenue	Gaji																
2	Modal Pemilik & Rakan Kongsi	Komisen																
3		Bonus																
4	Refunds Pinjaman	Postage																
5		Bil Telefon																
6		Alat Tulis & Percetakan																
7		Hiburan																
8		Lain-lain Perbelanjaan																
9		Bil Elektrik & Air																
10		Perbelanjaan Berkaitan IT																
11		Perbelanjaan Berkaitan Kenderaan																
12		Professional Fee																
13		Caj Pengangkutan																
14		Perbelanjaan Pentadbiran Am																
15		Insuran																
16		Perbelanjaan Perundangan																
17		Bayaran Pembaharuan Lesen																
		Legal & Professional																

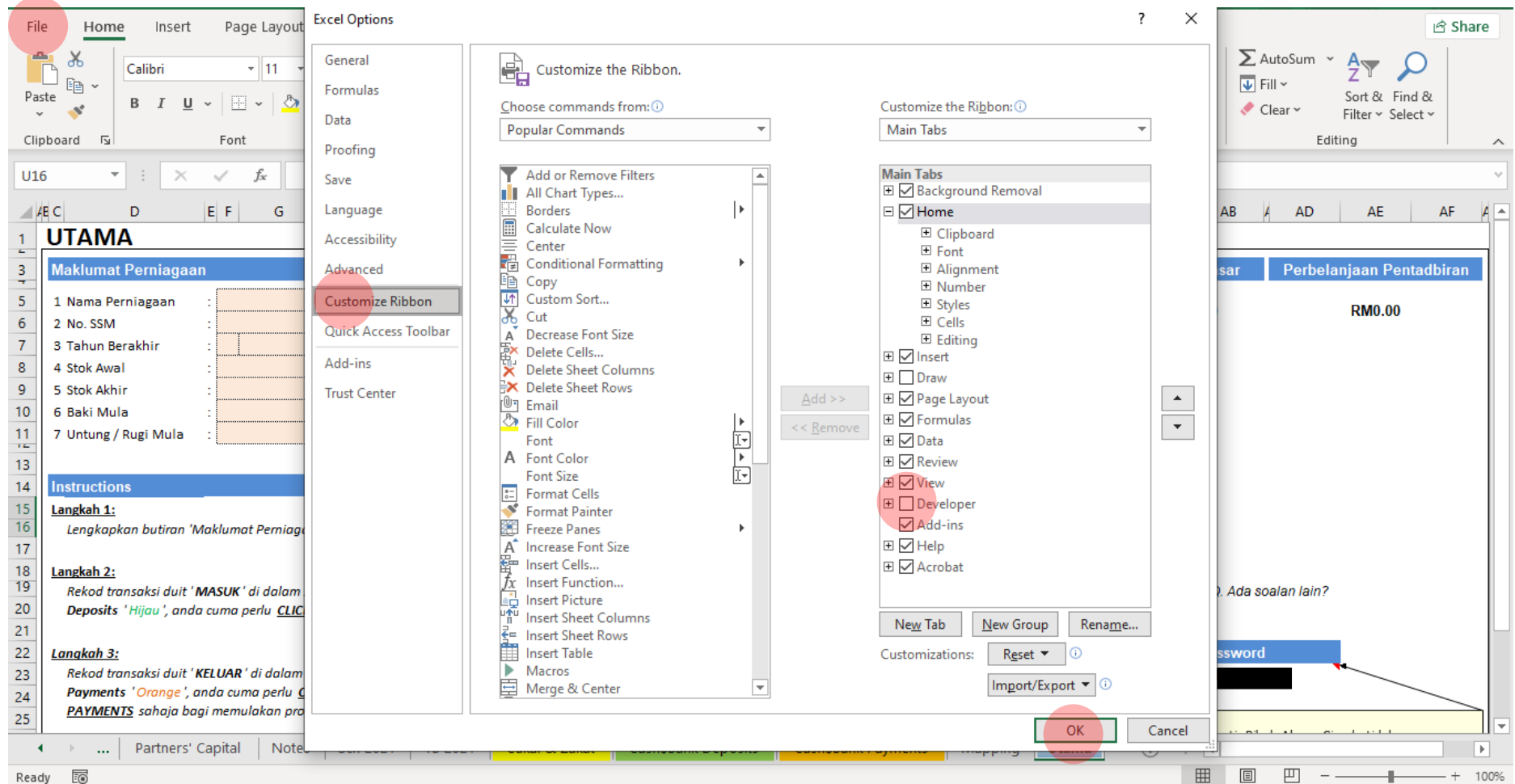
Sheet Mapping muncul disini.

Partners' Capital Notes Sch 2021 TB 2021 Cukai & Zakat Cash\$Bank Deposits Cash\$Bank Payments Mapping Utama

Ready 100%

Enable developer menu: Jika excel anda tidak kelihatan menu developer, sila ikuti langkah ini.

File > More/Option > Customize Ribbon > Tick Developer > Click OK



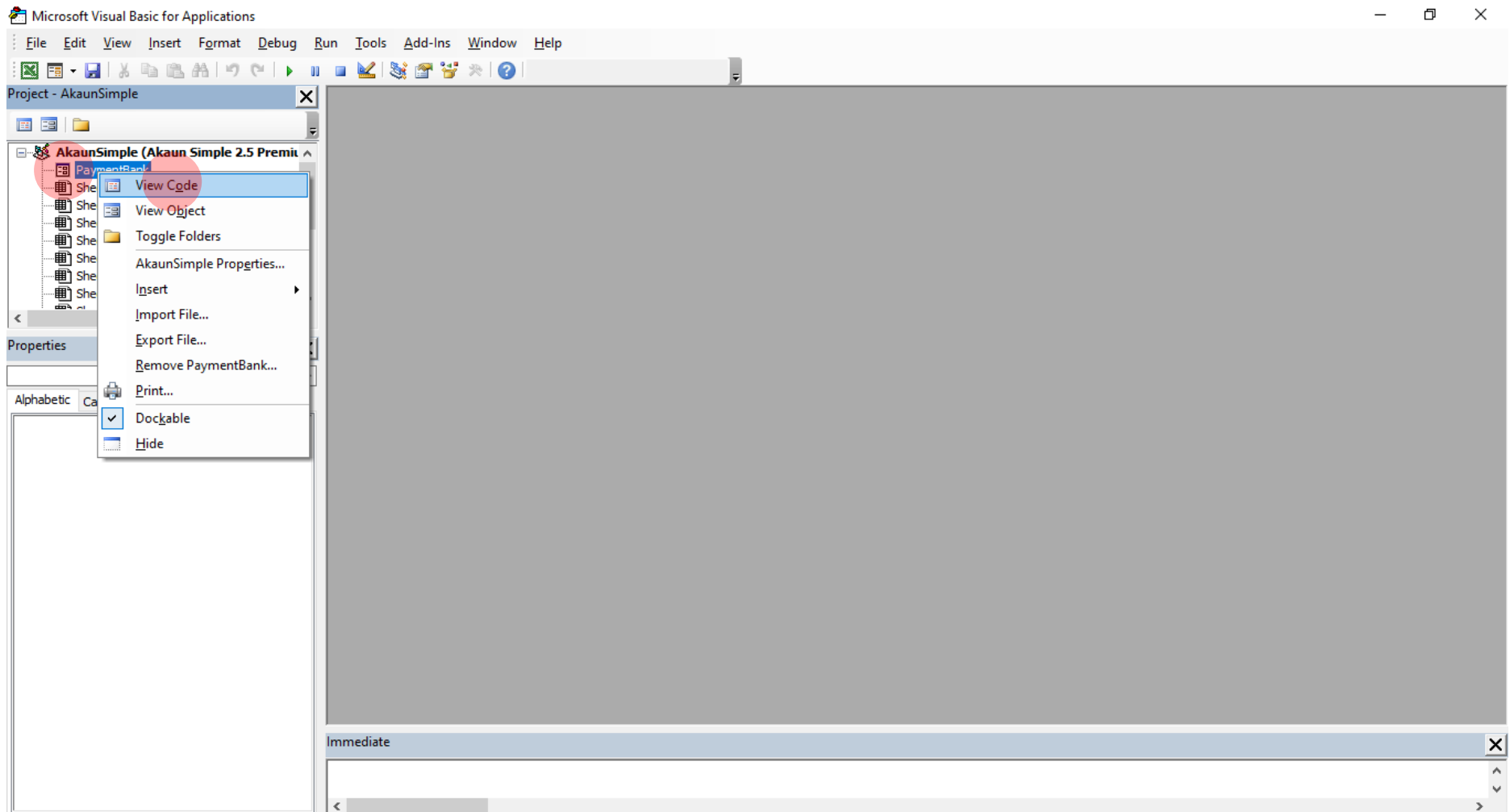
4. **Edit kategori deposit & payment:** Edit pada kategori sedia ada sahaja dan JANGAN delete/tambah kategori.

Mapping > Edit kategori yang mahu ditukar > Developer > Visual Basic > Pilih Sheet > Right click pilih View Code > Edit > Save

The screenshot shows the Microsoft Excel interface. The ribbon is set to the 'Developer' tab. The active sheet is 'Mapping'. The following table represents the data in column B of the 'Mapping' sheet:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Pendapatan / Revenue	Gaji																
2	Modal Pemilik & Rakan Kongsi	Komisen																
3	Refunds	Bonus																
4	Pinjaman	Postage																
5		Bil Telefon																
6		Alat Tulis & Percetakan																
7		Hiburan																
8		Lain-lain Perbelanjaan																
9		Bil Elektrik & Air																
10		Perbelanjaan Berkaitan IT																
11		Perbelanjaan Berkaitan Kenderaan																
12		Professional Fee																
13		Caj Pengangkutan																
14		Perbelanjaan Pentadbiran Am																
15		Insuran																

A callout box points to the 'Komisen' cell in row 2, column B, with the text: "Contoh, anda mahu tukar komisen kepada Elaun. Padam Komisen dan taip Elaun".



Microsoft Visual Basic for Applications - [PaymentBank (Code)]

File Edit View Insert Format Debug Run Tools Add-Ins Window Help

Ln 61, Col 26

Project - AkaunSimple

AkaunSimple (Akaun Simple 2.5 Premis)

- PaymentBank
- Sheet1 (Balance Sheet)
- Sheet10 (Cash\$Bank Payments)
- Sheet11 (Mapping)
- Sheet12 (Utama)
- Sheet13 (Cukai & Zakat)
- Sheet2 (P&L)
- Sheet3 (SOCl)

Properties

Alphabetic Categorized

PBtmAdd Click

```
End If
End With
sh.Range("A" & Last_Row + 1).Value = "=Row()-5"
sh.Range("B" & Last_Row + 1).Value = Format(Me.PDateE.Value, "dd/mm/yyyy") 'Date
sh.Range("C" & Last_Row + 1).Value = Me.PButiran.Value 'Butrian Description

If Me.ComboBox2.Value = "Gaji" Then
sh.Range("E" & Last_Row + 1).Value = PJumlahDepos
End If
If Me.ComboBox2.Value = "Komisen" Then
sh.Range("F" & Last_Row + 1).Value = PJumlahDepos
End If
If Me.ComboBox2.Value = "Bonus" Then
sh.Range("G" & Last_Row + 1).Value = PJumlahDeposit.Value
End If
If Me.ComboBox2.Value = "Postage" Then
sh.Range("H" & Last_Row + 1).Value = PJumlahDeposit.Value
End If
If Me.ComboBox2.Value = "Bil Telefon" Then
sh.Range("i" & Last_Row + 1).Value = PJumlahDeposit.Value
End If
If Me.ComboBox2.Value = "Alat Tulis & Percetakan" Then
sh.Range("J" & Last_Row + 1).Value = PJumlahDeposit.Value
End If
If Me.ComboBox2.Value = "Hiburan" Then
sh.Range("K" & Last_Row + 1).Value = PJumlahDeposit.Value
End If
If Me.ComboBox2.Value = "Lain-lain Perbelanjaan" Then
sh.Range("L" & Last_Row + 1).Value = PJumlahDeposit.Value
End If
If Me.ComboBox2.Value = "Bil Elektrik & Air" Then
sh.Range("M" & Last_Row + 1).Value = PJumlahDeposit.Value
End If
```

Cari Komisen dan tukar kepada Elaun. Pastikan ejaan betul dan huruf besar/kecil adalah sama.

Immediate

26°C Mostly cl... 12:10 AM

