

Accounting Module

- Charts of Accounts
- Reconcile

Chart of Accounts Page

Chart of Accounts

Run ReportNew

Filter by name

NAME	TYPE	DETAIL TYPE	TAX RATE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Accounts Receivable (Debtors)	Accounts receivable (Debtors)	Accounts Receivable (Debtors)		59,188.80		Account history
Deferred CGST	Current assets	Deferred Service Tax Input Credit		0.00		Account history
Deferred GST Input Credit	Current assets	Deferred Service Tax Input Credit		0.00		Account history
Deferred IGST	Current assets	Deferred Service Tax Input Credit		0.00		Account history
Deferred Krishi Kalyan Cess Input Credit	Current assets	Deferred Service Tax Input Credit		0.00		Account history
Deferred Service Tax Input Credit	Current assets	Deferred Service Tax Input Credit		0.00		Account history

Chart of Accounts Page->Action(Account History)

A/R Account History

Accounts Receivable (Debtors)

₹59,188.80

Go to: 1 of 1 < First Previous 1-6 of 6 Next Last >

▼ All

DATE	REF NO. TYPE	PAYEE MEMO	CHARGE / CREDIT	PAYMENT DUE DATE	OPEN BALANCE
04/11/2019	1004 Invoice	aaaa	₹59,188.80	19/11/2019	₹59,188.80
30/10/2019	1003 Invoice	tam Voided	₹0.00	Paid	₹0.00
30/10/2019	Payment	tam		₹59,000.00	₹0.00

Chart of Accounts Page->(onclick)New Button

Account

Account Type
Bank

*Detail Type
Cash and cash equivalents

Use Cash and Cash Equivalents to track cash or assets that can be converted into cash immediately. For example, marketable securities and Treasury bills.

*Name
Cash and cash equivalents

Description

☐ Is sub-account
Enter parent account

Default Tax Code
Enter Text

Balance as of
05/11/2019

Cancel

Save and Close

Reconcile



Reconcile an account

Open your statement and we'll get started.

Which account do you want to reconcile?

Account
Deferred CGST

Add the following information

Beginning balance	Ending balance *	Ending date *
0.00		

Enter the service charge or interest earned, if necessary

Date	Service charge	Expense account
	0.00	Bank charges

Date	Interest earned	Income account
	0.00	Interest Income

Start reconciling




Purchase Module

- Vendor
- Expenses
- Recurring Expenses
- Purchase Orders
- Bills
- Payments Made
- Recurring Bills
- Vendor Credits

Vendor Page

Active Vendors ▾

[+ New](#)   [Page Tip](#)

 NAME	COMPANY NAME	EMAIL	WORK PHONE	PAYABLES	UNUSED CREDITS	
 Miss. tulsi patel	gig	tulsi@gmail.com	2323324234324	₹0.00	₹0.00	

Vendor->(onclick)Add New Button

New Vendor

Primary Contact	<input type="text" value="Salutation"/>	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
Company Name	<input type="text"/>		
Vendor Display Name*	<input type="text"/> ⓘ		
Vendor Email	<input type="text"/>		
Vendor Phone	<input type="text" value="Work Phone"/>	<input type="text" value="Mobile"/>	Add more details
Website	<input type="text"/>		

Other Details	Address	Contact Persons	Custom Fields	Reporting Tags	Remarks
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Currency*	<input type="text" value="INR- Indian Rupee"/>
Opening Balance	<input type="text"/>
Payment Terms	<input type="text" value="Due on Receipt"/>
Facebook	 <input type="text" value="http://www.facebook.com/"/>
Twitter	 <input type="text" value="http://www.twitter.com/"/>

Expenses Page

- Record Expenses
- Record Mileage
- Bulk and Expenses

Record Expenses

Record Expense

Record Mileage

Bulk Add Expenses

Date*

05/11/2019

Expense Account*

Select Account

Itemize

Amount*

INR

Paid Through*

Select Account

Vendor

Invoice#

Notes

Max 500 characters

Customer Name

Reporting Tags

Associate Tags

Save (alt+s)

Save & New (alt+n)

Cancel

Drag & drop file to upload
(Maximum file size allowed is 7MB)

Attach Receipt

Record Mileage

Set your mileage preferences

Associate employees to expenses

Mileage Preference

Default Mileage Account

Fuel/Mileag...

Default Unit

☒ Km ☐ Mile

MILEAGE RATES

Any mileage expense recorded on or after the start date will have the corresponding mileage rate. You can create a default rate (created without specifying a date), which will be applicable for mileage expenses recorded before the initial start date.

START DATE

MILEAGE RATE

dd/MM/yyyy

INR

+ Add Mileage Rate

Save

Cancel

Bulk and Expenses

Record Expense

Record Mileage

Bulk Add Expenses

Customize Columns

DATE*	EXPENSE ACCOUNT	AMOUNT	PAID THROUGH	VENDOR	CUSTOMER NAME	PROJECTS	BILLABLE
<input type="text" value="dd/MM/yyyy"/>	<div>Select Account</div>	<div>INR</div> <input type="text"/>	<div>Select Account</div>	<div></div>	<div></div>	<div></div>	<input type="checkbox"/>
<input type="text" value="dd/MM/yyyy"/>	<div>Select Account</div>	<div>INR</div> <input type="text"/>	<div>Select Account</div>	<div></div>	<div></div>	<div></div>	<input type="checkbox"/>
<input type="text" value="dd/MM/yyyy"/>	<div>Select Account</div>	<div>INR</div> <input type="text"/>	<div>Select Account</div>	<div></div>	<div></div>	<div></div>	<input type="checkbox"/>
<input type="text" value="dd/MM/yyyy"/>	<div>Select Account</div>	<div>INR</div> <input type="text"/>	<div>Select Account</div>	<div></div>	<div></div>	<div></div>	<input type="checkbox"/>
<input type="text" value="dd/MM/yyyy"/>	<div>Select Account</div>	<div>INR</div> <input type="text"/>	<div>Select Account</div>	<div></div>	<div></div>	<div></div>	<input type="checkbox"/>
<input type="text" value="dd/MM/yyyy"/>	<div>Select Account</div>	<div>INR</div> <input type="text"/>	<div>Select Account</div>	<div></div>	<div></div>	<div></div>	<input type="checkbox"/>
<input type="text" value="dd/MM/yyyy"/>	<div>Select Account</div>	<div>INR</div> <input type="text"/>	<div>Select Account</div>	<div></div>	<div></div>	<div></div>	<input type="checkbox"/>
<input type="text" value="dd/MM/yyyy"/>	<div>Select Account</div>	<div>INR</div> <input type="text"/>	<div>Select Account</div>	<div></div>	<div></div>	<div></div>	<input type="checkbox"/>
<input type="text" value="dd/MM/yyyy"/>	<div>Select Account</div>	<div>INR</div> <input type="text"/>	<div>Select Account</div>	<div></div>	<div></div>	<div></div>	<input type="checkbox"/>
<input type="text" value="dd/MM/yyyy"/>	<div>Select Account</div>	<div>INR</div> <input type="text"/>	<div>Select Account</div>	<div></div>	<div></div>	<div></div>	<input type="checkbox"/>

+ Add More Expenses

Save

Cancel

Recurring Expenses Page

New Recurring Expense

Profile Name*

Repeat Every*

Week

Start Date

05/11/2019

The recurring expense will be created on 12/11/2019

Ends On

dd/MM/yyyy

☒ Never Expires

Expense Account*

Select Account

Amount*

INR

Paid Through*

Select Account

Vendor

Notes

Max 500 characters

Customer Name

Reporting Tags

Associate Tags

Purchase Orders Page(Organization form)

New Purchase Order

Vendor Name*

Select a vendor

Deliver To*

Organization

Customer

tulsi2903itscient

Jharkhand

India ,

7909064592

Change destination to deliver

Purchase Order#*

PO-00001

Reference#

Date

05/11/2019

To create transaction dated before 01/07/2017, [click here](#)

Expected Delivery Date

dd/MM/yyyy

Shipment Preference

Choose the shipment preference or type to add

Item Details	Account	Quantity	Rate	Amount
Type or click to select an item.	Select Account	1.00	0.00	0.00

+ Add another line + Add items in bulk

Sub Total0.00

Discount

₹

0.00

Adjustment

0.00

Total0.00

Attach File(s)Upload File

You can upload a maximum of 5 files, 5MB each

Template: 'Standard Template'

Terms & Conditions

Enter the terms and conditions of your business to be displayed in your transaction

Notes

Will be displayed on purchase order

Additional Fields: Start adding custom fields for your purchase orders by going to [Settings](#) ➡ [Preferences](#) ➡ [Purchase orders](#). You can add as many as **Ten** extra fields.

Save as DraftSave and SendCancel

Purchase Orders Page(Customer form)

Vendor Name*

Select a vendor

Deliver To*

Organization

Customer

Select Customer

Stock on Hand will not be affected only in case of dropshipments. Selecting the Customer option in the Deliver To field of a normal purchase order will have an effect on your stock level

Purchase Order#*

PO-00001

Reference#

Date

05/11/2019

To create transaction dated before 01/07/2017, [click here](#)

Expected Delivery Date

dd/MM/yyyy

Shipment Preference

Choose the shipment preference or type to add

Item Details	Account	Quantity	Rate	Amount
Type or click to select an item.	Select Account	1.00	0.00	0.00

+ Add another line

+ Add items in bulk

Sub Total

0.00

Bills Page

Unpaid Bills

+ New

Page Tips

DATE	BILL#	REFERENCE NUMBER	VENDOR NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
------	-------	------------------	-------------	--------	----------	--------	-------------

Unpaid Bills

DEFAULT FILTERS

All

Draft

Pending Approval

Open

Overdue

Unpaid

Partially Paid

Paid

Void

Credit Notes

+ New Custom View

Bills Page->Add new Bills button(onclick)

New Bill

Vendor Name*

Miss. tulsi patel

INR

Bill#*

Order Number

Bill Date*

dd/MM/yyyy

To create transaction dated before 01/07/2017, [click here](#)

Due Date

05/11/2019

Payment Terms

Due on Receipt

Item Details	Account	Quantity	Rate	Customer Details	Amount
Type or click to select an item.	Select Account	1.00	0.00	Select Customer	0.00

+ Add another line

+ Add items in bulk

Sub Total

0.00

Discount

₹

0.00

TDS

Select a Tax

-0.00

Adjustment

?

0.00

Total (₹)

0.00

Attach File(s)

Upload File

You can upload a maximum of 5 files, 5MB each

Template: 'Standard Template'

Notes (For Internal Use)

Additional Fields: Start adding custom fields for your payments made by going to [Settings](#) ➡ [Preferences](#) ➡ [Bills](#). You can add as many as Ten extra fields.

Save as Draft

Save as Open

Cancel

Payments Made Page

DATE	BILL#	REFERENCE NUMBER	VENDOR NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE	Q
------	-------	------------------	-------------	--------	----------	--------	-------------	---

Payments Made->Go to unpaid bills Button(onclick)

Record Payment

Vendor Name*

Miss. tulsi patel ▾

Amount*

INR

Payment Date*

05/11/2019

Payment Mode

Cash ▾

Paid Through*

Petty Cash ▾

Reference#

Date	Bill#	Purchase Orders	Bill Amount	Amount Due	Payment
There are no bills for this vendor.					

Total :

0.00

Amount Paid :

0.00

Amount used for payments :

0.00

Amount Refunded :

0.00

Amount in excess :

₹ 0.00

Recurring Bills Page

New Recurring Bill

Vendor Name*

Select a vendor

Profile Name*

Repeat Every*

Week

Start On

05/11/2019

Ends On

dd/MM/yyyy

☒ Never Expires

Payment Terms

Due on Receipt

Item Details	Account	Quantity	Rate	Customer Details	Amount
Type or click to select an item.	Select Account	1.00	0.00	Select Customer	0.00
+ Add another line + Add items in bulk				Sub Total	0.00
				Discount	0.00
				TDS	-0.00
				Adjustment	0.00
				Total	0.00

Vendors Credit Page

New Vendor Credits

Vendor Name*

Miss. tulsi patel

Credit Note#*

Order Number

Vendor Credit Date

05/11/2019

To create transaction dated before 01/07/2017, click here

Item Details	Account	Quantity	Rate	Amount
Type or click to select an item.	Select Account	1.00	0.00	0.00
+ Add another line + Add items in bulk			Sub Total	0.00
			Discount	0.00
			Adjustment	0.00
			Total (₹)	0.00

