



# **e-ER Planner**

## **Accounts Manager**

### **Bookkeeping User Guide**

Version 5.0 Beta 6



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## Introduction

This user guide aims at giving you the information required to work with “Bookkeeping Section” of “Accounts Manager”. This user guide can be downloaded from “Bookkeeping Help” screen shown in **Figure 2** which is accessible from “Bookkeeping → Help” menu as shown in **Figure 1**.

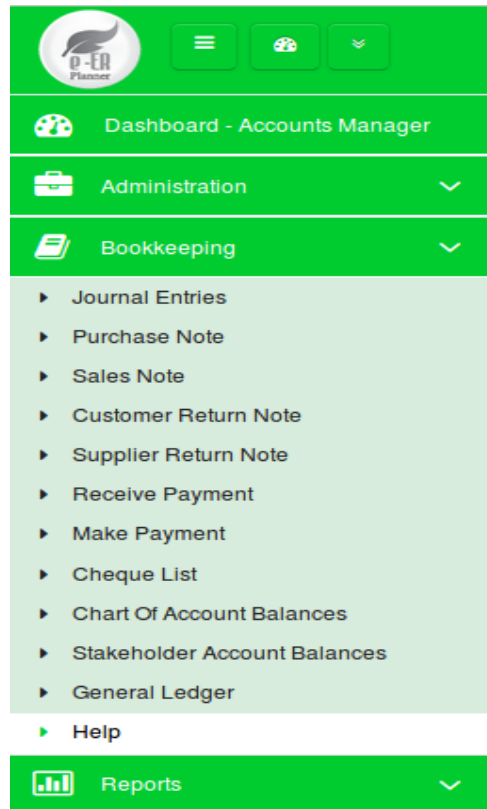


Figure 1

## Bookkeeping Help

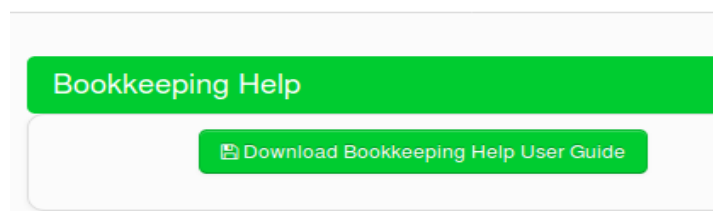


Figure 2

## Top Navigation Bar

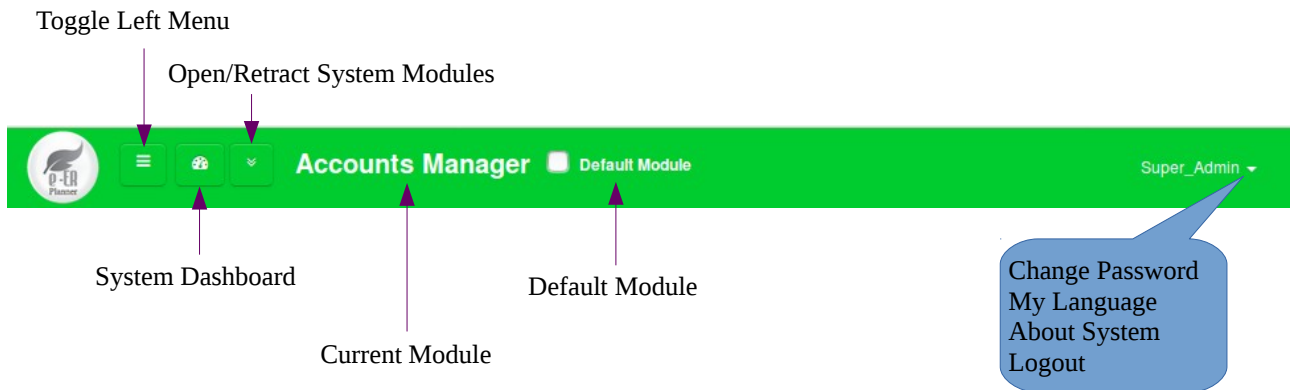


Figure 3

- **Toggle Left Menu** : Show/hide left menu
- **Open/Retract System Modules** : Open/retract system module dashboard. Previous screen preserves if user does not select any module.
- **System Dashboard** : Opens the system modules dashboard. Previous screen does not preserved.
- **Current Module** : Shows the current module that user has selected.
- **Default Module** : Selecting current module as default module will allow to go directly to that module on login to the system.



## Journal Entries

Journal entries list can be accessed from “Bookkeeping → Journal Entries” menu and the journal entries list can be seen as shown in **Figure 4**.

- Journal entry list shows the journal entries added manually and also the journal entries posted from the other modules of e-ER Planner.
- A new journal entry can be added by clicking on “Add New Journal Entry” button shown in **Figure 4**.
- Users can add a journal entry with or without specifying a prime entry book. That means, if there is no prime entry book created for the journal entry which user is going to post, the user can add the journal entry without a prime entry book.

**Note :** Normal users cannot post a journal entry without a prime entry book if they don't have permissions to do so. Please refer “User Roles Help User Guide” for more information.









### Journal Entries

Add New Journal Entry

June 2018

25 records per page

Search:

Date	Reference No	Location	Prime Entry Book Name	Description	Actions
2018-06-01	INVOB-1			Inventory opening balance.	 
2018-06-01	CASHOP-1			Cash in hand opening balance.	 
2018-06-01	SI-1139		Finish Good Credit Sale from Warehouse - Sales Entry	Journal entry for finish good sales invoice number : SI-1139 for sales invoice credit payment sales entry	
2018-06-01	SI-1139		Finish Good Credit Sale from Warehouse - Cost Entry	Journal entry for finish good sales invoice number : SI-1139 for sales invoice credit payment cost entry	
2018-06-01	SI-1139		Finish Good Sales Invoice Discount	Journal entry for finish good sales invoice number : SI-1139 for sales invoice discount	
2018-06-01	SI-1139		Receive Payment from a Debtor in Cash	Journal entry for finish good sales invoice number : SI-1139 for sales invoice cash payment	

Showing 1 to 6 of 6 entries

Previous 1 Next

Figure 4



## Add a Journal Entry Without Specifying a Prime Entry Book

Users can select the Date, Payee/Payer Type, Payee/Payer Name, Reference No, Location and a Description and save the journal entry. After saving the journal entry users can see the screen as shown in **Figure 5**.

- Date field is a mandatory field.
- Payee/Payer Name field will be shown only if the user has selected the Payee/Payer Type field value. If selected Payee/Payer Name is a mandatory field.
- Payee/Payer Type has the following options.
  - Supplier
  - Agent
  - Customer
  - Sales Rep
  - Driver
  - Employee
- Location field is shown and is a mandatory field since accounts management for locations is enabled under system configurations.
- “Add as a Prime Entry Book” check box is shown since the user has not selected a prime entry book.
- If user check the “Add as a Prime Entry Book” check box, system will show a field to enter the prime entry book name.
- Users can select the debit and credit chart of accounts and the journal entry value.
- Also users can select additional debit or credit chart of accounts by clicking on “Add Another Debit Ledger Account” or “Add Another Credit Ledger Account”.
- If the debit and credit values are equal, users can save the journal entry. Otherwise, the system will wait until the user makes the corrections.



**Journal Entries**

Prime Entry Book

-- Select --

Date \*

2018-06-02

Payee/Payer Type

Supplier

Supplier \*

Cow & Gate

Reference No

Reference No

Location \*

Description

Description

☐ Add as a Prime Entry Book

Journal Entry Values

Debit Chart of Account

-- Select --

Value

Debit Amount

Delete

Delete

Credit Chart of Account

-- Select --

Value

Credit Amount

Delete

Delete

Debit Total

Debit Amount Total

Credit Total

Credit Amount Total

Add Another Debit Ledger Account

Add Another Credit Ledger Account

Save

Close

Figure 5



## Add a Journal Entry by Specifying a Prime Entry Book Which has no Reference Journal Entry

Users can select the Prime Entry Book, Date, Payee/Payer Type, Payee/Payer Name, Reference No, Location and a Description. Users can see the screen as shown in **Figure 6**.

- Date field is a mandatory field.
- Payee/Payer Name field will be shown only if the user has selected the Payee/Payer Type field value. If selected Payee/Payer Name is a mandatory field.
- Payee/Payer Type has the following options.
  - Supplier
  - Agent
  - Customer
  - Sales Rep
  - Driver
  - Employee
- The prime entry book that user has selected is not asking for a reference journal entry for the transaction. Therefore, the “Reference Transaction Type” field is not shown.
- Location field is shown and is a mandatory field since accounts management for locations is enabled under system configurations.
- If the debit and credit values are equal, users can save the journal entry. Otherwise, the system will wait until the user makes the corrections.





**Journal Entries**

Prime Entry Book

Receive Finish Good

Date \*

2018-06-02

Payee/Payer Type

Supplier

Supplier \*

Cow & Gate

Reference No

Reference No

Location \*

Description

Description

Journal Entry Values

Account Code	Debit Chart of Account	Value	Account Code	Credit Chart of Account	Value
	Finish Good	0.00		Trade Creditors	0.00
	<b>Debit Total</b>	Debit Amount Total		<b>Credit Total</b>	Credit Amount Total

Save

Close

Figure 6



## Add a Journal Entry by Specifying a Prime Entry Book Which has a Reference Journal Entry

Users can select the Prime Entry Book, Date, Payee/Payer Type, Payee/Payer Name, Reference No, Reference Transaction Type, Reference Transaction, Reference Journal Entry, Location and a Description. Users can see the screen as shown in **Figure 7**.

- Date field is a mandatory field.
- Payee/Payer Name field will be shown only if the user has selected the Payee/Payer Type field value. If selected Payee/Payer Name is a mandatory field.
- Payee/Payer Type has the following options.
  - Supplier
  - Agent
  - Customer
  - Sales Rep
  - Driver
  - Employee
- The prime entry book that user has selected is asking for a reference journal entry for the transaction. Therefore, the “Reference Transaction Type” field is shown.
- Reference Transaction Type has the following options.
  - Finish Good Good Receive Note
  - Finish Good Supplier Return
  - Raw Material Good Receive Note
  - Raw Material Supplier Return
  - Sales Invoice
  - Sales Return
  - Other
- If user selects an option from Reference Transaction Type other than the option “Other”, the system will ask for the “Reference Transaction”. If user selects “Other” option from Reference Transaction Type, the system will ask for only the “Reference Journal Entry”.
- If the Reference Transaction field is shown and user selects a transaction, the system will show the relevant journal entries of selected transaction.
- Location field is shown and is a mandatory field since accounts management for locations is enabled under system configurations.
- If the debit and credit values are equal, users can save the journal entry. Otherwise, the system will wait until the user makes the corrections.



**Journal Entries**

Prime Entry Book

Electricity Bill Payment

Date \*

2018-06-02

Payee/Payer Type

Supplier

Supplier \*

Cow & Gate

Reference No

Reference No

Reference Transaction Type \*

Other

Reference Journal Entry \*

-- Select --

Location \*

Description

Description

Journal Entry Values

Account Code	Debit Chart of Account	Value	Account Code	Credit Chart of Account	Value
	Trade Creditors	0.00		Cash in Hand	0.00
	Debit Total	Debit Amount Total		Credit Total	Credit Amount Total

Save

Close

Figure 7



## Purchase Note

Purchase Notes can be added in “e-ER Planner” from “Bookkeeping → Purchase Note” menu.

**Note :** Users will see this screen only if the screen is enabled in configurations.

- Purchase Note list is displayed in the system as shown in **Figure 8**.
- A new Purchase Note can be added by clicking on “Add New Purchase Note” button as shown in **Figure 8**.
- Add Purchase Note screen is as shown **Figure 9**.
- User can select “Purchase Products” check box if needs to add saleable products received from a supplier. For a “Purchase Products” Purchase Note, supplier will be credited for payments.
- User can select “Receive Free Issue Products” check box if needs to add free issue products received from a supplier. For a “Receive Free Issue Products” Purchase Note, supplier will not be credited for payments.

### Purchase Note

Search Purchase Notes

Supplier

-- Select --

Location

-- Select --









Search

Add New Purchase Note

◀ October 2018 ▶

25 records per page

Search:

Reference No	Date	Supplier	Location	Amount	Actions
PN-3	2018-10-02	Adam Gale	Sieler	6,348.00	 
PN-1	2018-10-02	Kevin Peter	Mitchell	15,063.00	 
PN-4	2018-10-02	James Miller	Mitchell	350.00	 
PN-2	2018-10-02	Steeve Jhon	Roxboro	4,582.00	 

Showing 1 to 4 of 4 entries

◀ Previous 1 Next ▶

Figure 8



**Add Purchase Note**

**Reference No \***

PN-5

**Date \***

2018-10-02

**Supplier \***

-- Select --

**Location \***

-- Select --

☒ **Purchase Products**

☐ **Receive Free Issue Products**

**Amount \***

Amount

**Remark**

Remark

Save

Refresh

Close

Figure 9



## Sales Note

Sales Notes can be added in “e-ER Planner” from “Bookkeeping → Sales Note” menu.

**Note :** Users will see this screen only if the screen is enabled in configurations.

- Sales Note list is displayed in the system as shown in **Figure 10**.
- A new Sales Note can be added by clicking on “Add New Sales Note” button as shown in **Figure 10**.
- Add Sales Note screen is as shown **Figure 11**. The “Sales Note Details” tab allows users to add basic Sales Note information. The “Customer Returns and Payment Details” tab allows the users to enter Sales Note payment details.
- Users can see the “Customer Returns and Payment Details” tab in Sales Note as shown in **Figure 12**. The screen allows to add Customer Saleable Return amount and Customer Market Return amount. Further, users can add multiple cash and cheque payment transactions for a Sales Note.
- Users can cancel a Sales Note by clicking on “Cancel Sales Note” button shown in **Figure 11** and **Figure 12**.
- A cancelled Sales Note can be activated again by clicking on “Activate Sales Note” button shown in **Figure 13**.

### Sales Note

Search Sales Notes

Customer

-- Select --

Territory

-- Select --









Search

Add New Sales Note

November 2018

25 records per page

Search:

Reference No	Date	Customer	Territory	Sales Amount	Discount	Free Issue Amount	Status	Actions
SN-1	2018-11-05	Tom Bale		4,580.00	50.00	120.00	Active	 
SN-2	2018-11-05	Kelly Cabot		6,700.00	120.00	580.00	Cancelled	 
SN-3	2018-11-05	Richard Brook		1,200.00	0.00	0.00	Active	 
SN-4	2018-11-05	Bendict Curry		7,530.00	150.00	300.00	Active	 

Showing 1 to 4 of 4 entries

Previous 1 Next

Figure 10



Add Sales Note

Sales Note Details

Customer Returns and Payment Details

Reference No \*

SN-5

Date \*

2018-11-05

Customer

-- Select --

Territory

-- Select --

Location \*

-- Select --

Sales Amount \*

Sales Amount

Discount

Discount

Free Issue Amount

Free Issue Amount

Amount Payable

Amount Payable

Remark

Remark

Save

Refresh

Cancel Sales Note

Close

Figure 11

Add Sales Note ^

Sales Note Details

Customer Returns and Payment Details

Amount Payable

Amount Payable

☒ **Customer Returns Available**

Customer Saleable Return Amount

Customer Saleable Return Amount

Customer Market Return Amount

Customer Market Return Amount

Credit Payment

Credit Payment

Cash Payment

Cash Payment

Cash Payments

Cheque Payment

Cheque Payment

Cheque Payments

Save

Refresh

Cancel Sales Note

Close

Figure 12

Edit Sales Note ^

Sales Note Details

Customer Returns and Payment Details

Reference No \*

SN-2

Date \*

2018-11-05

📅

Customer

Kelly Cabot

▼

Territory

-- Select --

▼

Location \*

Sieler

▼

Sales Amount \*

6700.00

Discount

120.00

Free Issue Amount

580.00

Amount Payable

6580.00

Remark

Remark

Edit

✓ Activate Sales Note

✕ Close

Figure 13





## Customer Return Note

Customer Return Notes can be added in “e-ER Planner” from “Bookkeeping → Customer Return Note” menu.

**Note :** Users will see this screen only if the screen is enabled in configurations.

- Customer Return Note list is displayed in the system as shown in **Figure 14**.
- A new Customer Return Note can be added by clicking on “Add New Customer Return Note” button as shown in **Figure 14**.
- Add Customer Return Note screen is as shown **Figure 15**.
- User can select “Saleable Return” check box if needs to add saleable products received from a customer.
- User can select “Market Return” check box if needs to add damaged/expired products received from a customer.

### Customer Return Note

Search Customer Return Notes

Customer

-- Select --

Territory

-- Select --







Search

Add New Customer Return Note

October 2018

25 records per page

Search:

Reference No	Date	Customer	Territory	Amount	Actions
CR-1	2018-10-02	Kelly Cabot		25.00	 
CR-2	2018-10-02	Tom Bale		54.00	 
CR-3	2018-10-02	William Murray		12.00	 

Showing 1 to 3 of 3 entries

Previous 1 Next

Figure 14



**Add Customer Return Note**

**Reference No \***

CR-4

**Date \***

2018-10-02

**Customer \***

-- Select --

**Territory**

-- Select --

**Location \***

-- Select --

☒ **Saleable Return**

☐ **Market Return**

**Customer Return Amount \***

Customer Return Amount

**Remark**

Remark

Save

Refresh

Close

Figure 15



## Supplier Return Note

Supplier Return Notes can be added in “e-ER Planner” from “Bookkeeping → Supplier Return Note” menu.

**Note :** Users will see this screen only if the screen is enabled in configurations.

- Supplier Return Note list is displayed in the system as shown in **Figure 16**.
- A new Supplier Return Note can be added by clicking on “Add New Supplier Return Note” button as shown in **Figure 16**.
- Add Supplier Return Note screen is as shown **Figure 17**.
- User can select “Saleable Return” check box if needs to add saleable products return to a supplier.
- User can select “Market Return” check box if needs to add damaged/expired products return to a supplier.

### Supplier Return Note

Search Supplier Return Notes

Supplier

Territory

-- Select --

-- Select --









Search

Add New Supplier Return Note

October 2018

25 records per page

Search:

Reference No	Date	Supplier	Amount	Actions
SR-1	2018-10-02	James Miller	105.00	 
SR-2	2018-10-02	Kevin Peter	95.00	 
SR-3	2018-10-02	Steeve Jhon	48.00	 
SR-4	2018-10-02	James Miller	25.00	 

Showing 1 to 4 of 4 entries

Previous 1 Next

**Figure 16**



Add Supplier Return Note

Reference No \*

SR-5

Date \*

2018-10-02

Supplier \*

-- Select --

Location \*

-- Select --

☒ Saleable Return

☐ Market Return

Supplier Return Amount \*

Supplier Return Amount

Remark

Remark

Save

Refresh

Close

Figure 17



## Receive Payment

Receive Payment can be added in “e-ER Planner” from “Bookkeeping → Receive Payment” menu.

- Receive Payment list is displayed in the system as shown in **Figure 18**.
- A new Receive Payment can be added by clicking on “Add New Receive Payment” button as shown in **Figure 18**.
- Add Receive Payment screen can be seen as shown **Figure 19** and **Figure 20**.
- If “Force To Select A Reference Transaction For Receive A Payment” configuration is enabled, selecting a Reference Transaction is mandatory for the Receive Payment transaction.
- If user selects “Cash Payment” check box, user will see the Receive Payment screen as shown in **Figure 19**.
- If user selects “Cheque Payment” check box, user will see the Receive Payment screen as shown in **Figure 20**.

### Receive Payment


Search Receive Payments

Payer

-- Select --

Location

-- Select --



















 Search

Add New Receive Payment

October 2018

25 records per page

Search:

Reference No	Date	Payer	Location	Amount	Actions
RP-5	2018-10-02	Richard Brook	Wheeler	450.00	 
RP-6	2018-10-02	Benedict Curry	Wheeler	350.00	 
RP-4	2018-10-02	William Murray	Sieler	130.00	 
RP-9	2018-10-02	Tom Bale	Sieler	350.00	 
RP-1	2018-10-02	Richard Brook	Mitchell	500.00	 
RP-2	2018-10-02	Richard Brook	Mitchell	150.00	 
RP-7	2018-10-02	Richard Brook	Mitchell	250.00	 
RP-3	2018-10-02	Tom Bale	Roxboro	200.00	 
RP-8	2018-10-02	Richard Brook	Roxboro	500.00	 

Showing 1 to 9 of 9 entries

Previous

1

Next

Figure 18



**Add Receive Payment**

**Reference No \***

RP-10

**Date \***

2018-10-02

**Payer Type \***

-- Select --

**Location \***

-- Select --

**Reference Transaction Type \***

Sales Invoice

**Reference Transaction \***

SI-11

**Reference Journal Entry \***

-- Select --

☒ **Cash Payment**

☐ **Cheque Payment**

**Amount \***

Amount

**Remark**

Remark

Save

Refresh

Close

Figure 19



**Add Receive Payment**

**Reference No \***

RP-10

**Date \***

2018-10-02

**Payer Type \***

-- Select --

**Location \***

-- Select --

**Reference Transaction Type \***

Sales Invoice

**Reference Transaction \***

SI-11

**Reference Journal Entry \***

-- Select --

☐ Cash Payment

☒ Cheque Payment

**Cheque Number \***

Cheque Number

**Bank \***

Bank

**Cheque Date \***

2018-10-02

**Amount \***

Amount

**Remark**

Remark

Save

Refresh

Close

Figure 20



## Make Payment

Make Payment can be added in “e-ER Planner” from “Bookkeeping → Make Payment” menu.

- Make Payment list is displayed in the system as shown in **Figure 21**.
- A new Make Payment can be added by clicking on “Add New Make Payment” button as shown in **Figure 21**.
- Add Make Payment screen can be seen as shown **Figure 22** and **Figure 23**.
- If “Force To Select A Reference Transaction For Make A Payment” configuration is enabled, selecting a Reference Transaction is mandatory for the Make Payment transaction.
- If user selects “Cash Payment” check box, user will see the Make Payment screen as shown in **Figure 22**.
- If user selects “Cheque Payment” check box, user will see the v Payment screen as shown in **Figure 23**.

### Make Payment

Search Make Payments

Payee

-- Select --

Location

-- Select --





Search

Add New Make Payment

October 2018

25 records per page

Search:

Reference No	Date	Payee	Location	Amount	Actions
MP-1	2018-10-02	James Miller	Mitchell	750.00	 
MP-2	2018-10-02	Kevin Peter	Roxboro	350.00	 

Showing 1 to 2 of 2 entries

Previous

1

Next

Figure 21





**Add Make Payment**

**Reference No \***

MP-3

**Date \***

2018-10-02

**Payee Type \***

-- Select --

**Location \***

-- Select --

**Reference Transaction Type \***

Finish Good Good Receive Note

**Reference Transaction \***

GRN-11

**Reference Journal Entry \***

Journal entry for finish good GRN number : GR...

☒ **Cash Payment**

☐ **Cheque Payment**

**Amount \***

Amount

**Remark**

Remark

Save

Refresh

Close

Figure 22

**Add Make Payment**

Reference No \*

MP-3

Date \*

2018-10-02

Payee Type \*

-- Select --

Location \*

-- Select --

Reference Transaction Type \*

Finish Good Good Receive Note

Reference Transaction \*

GRN-11

Reference Journal Entry \*

Journal entry for finish good GRN number : GRN-11

☐ Cash Payment

☒ Cheque Payment

Payment Account \*

-- Select --

Cheque Number \*

Cheque Number

Bank \*

Bank

Cheque Date \*

2018-10-02

Amount \*

Amount

Remark

Remark

Save

Refresh

Close

Figure 23



## Cheque List

Users can see the cheque list in “e-ER Planner” from “Bookkeeping → Cheque List” menu.

- Users can filter the 'Received' and 'Paid' cheques on the screen shown in **Figure 24**.
- Received cheques will be highlighted in different colors according to the “Cheque Date' as shown in **Figure 24**. Following is the list of colors use to highlight cheques.
  - Brown Color – Shows the cheques in hand and Cheque Date has passed.
  - Red Color – Shows the returned cheques.
  - Blue Color – Shows the cheques got cleared from a bank.
  - Yellow Color – Shows the cheques deposited in a bank and pending to be cleared.
  - Dark Purple Color – Shows the cheques which has Cheque Date for today's date.
  - Slightly Dark Purple Color – Shows the cheques which has Cheque Date for tomorrow's date.
  - Light Purple Color – Shows the cheques which has Cheque Date for day after tomorrow's date.
  - White Color – Shows the cheques which has Cheque Date for future date other than above three categories.

### Cheque List

Search Cheques

Stakeholder

Location

Cheques

-- Select --

-- Select --

Received

Search

October 2018

records per page

Search:

Cheque Number	Transaction Type	Reference No	Bank	Stakeholder	Location	Cheque Date	Amount	Status
956423	Journal entry for finish good sale sales entry for Sales Note number : SN-2	SN-2	HSBC	Tom Bale	Sieler	2018-10-05	350.00	In Hand
86497	Journal entry for finish good sale sales entry for Sales Note number : SN-3	SN-3	HSBC	Richard Brook	Roxboro	2018-10-04	500.00	In Hand
854763	Journal entry for finish good sale sales entry for Sales Note number : SN-2	SN-2	HSBC	William Murray	Sieler	2018-10-03	130.00	In Hand
631478	Journal entry for finish good sale sales entry for Sales Note number : SN-2	SN-2	HSBC	Richard Brook	Mitchell	2018-10-03	250.00	In Hand
96487	Journal entry for finish good sale sales entry for Sales Note number : SN-2	SN-2	HSBC	Tom Bale	Roxboro	2018-10-02	200.00	In Hand
6582	Journal entry for finish good sale sales entry for Sales Note number : SN-2	SN-2	HSBC	Richard Brook	Mitchell	2018-10-01	500.00	Deposited
63254	Journal entry for finish good sale sales entry for Sales Note number : SN-1	SN-1	HSBC	Richard Brook	Mitchell	2018-10-01	150.00	Cleared
854621	Journal entry for finish good sale sales entry for Sales Note number : SN-3	SN-3	HSBC	Richard Brook	Wheeler	2018-10-01	450.00	In Hand
8456213	Journal entry for finish good sale sales entry for Sales Note number : SN-2	SN-2	HSBC	Bendict Curry	Wheeler	2018-10-01	350.00	Returned

Showing 1 to 9 of 9 entries

Previous

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Next

Figure 24



## Chart Of Account Balances

Users can see Chart Of Account Balances in “e-ER Planner” from “Bookkeeping → Chart Of Account Balances” menu and balances can be seen as shown in **Figure 25**.

### Chart Of Account Balances

Search Account Balances

Chart of Account

Location

-- Select --

-- Select --

Search

10 records per page

Search:

Chart of Account	Balance Amount
Assets : Current Assets : Cash and Cash Equivalents : Bank Balance	40,732.00
Assets : Current Assets : Cash and Cash Equivalents : Bank Balance : HSBC - 632548 215 362	-350.00
Assets : Current Assets : Cash and Cash Equivalents : Cash in Hand	89,841.66
Assets : Current Assets : Cash and Cash Equivalents : Cheque in Hand	2,880.00
Assets : Current Assets : Cash and Cash Equivalents : Petty Cash	4,725.00
Assets : Current Assets : Inventories : Finish Good	805,241.69
Assets : Current Assets : Inventories : Finish Good - Market Return	-13.60
Assets : Current Assets : Inventories : Raw Material	139,830.00
Assets : Current Assets : Inventories : Related Party Inventory : Finish Good	1,367.75
Assets : Current Assets : Inventories : Related Party Inventory : Raw Material	18,900.00

Showing 1 to 10 of 23 entries

Previous

1

2

3

Next

Figure 25



## Stakeholder Account Balances

Users can see Stakeholder Account Balances in “e-ER Planner” from “Bookkeeping → Stakeholder Account Balances” menu and balances can be seen as shown in **Figure 26**.

### Stakeholder Account Balances

Search Stakeholder Account Balances

Stakeholder

Location

-- Select --

-- Select --

Search

Stakeholder	Debt Amount	Credit Amount	Payable Amount	Receivable Amount
William Murray	-130.00	12.00	142.00	
Tom Bale	246.00	54.00		192.00
Steeve Jhon	0.00	21,784.00	21,784.00	
Richard Brook	-1,850.00	0.00	1,850.00	
Kevin Peter	0.00	15,260.25	15,260.25	
Kelly Cabot	345.00	25.00		320.00
James Miller	0.00	764.25	764.25	
Bendict Curry	-350.00	0.00	350.00	
Adam Gale	0.00	7,546.75	7,546.75	

Showing 1 to 9 of 9 entries

Previous

1

Next

Figure 26



## General Ledger

General ledger can be accessed from “Bookkeeping → General Ledger” menu and the general ledger can be seen as shown in **Figure 27**.

- Users can search the general ledger by date range, prime entry book, chart of account and the location as shown in **Figure 27**.

### General Ledger

Search General Ledger

From Date  To Date

Prime Entry Book  Chart of Account

Location

June 2018

25 records per page Search:

Date	Journal Entry Reference No	Location	Prime Entry Book Name	Chart of Account	Debit Amount	Credit Amount
2018-06-01	INVOB-1			Finish Good	2278572.78	0.00
2018-06-01	INVOB-1			Opening Balance Equity	0.00	2278572.78
2018-06-01	CASHOP-1			Cash in Hand	4586.00	0.00
2018-06-01	CASHOP-1			Opening Balance Equity	0.00	4586.00
2018-06-01	SI-1139		Finish Good Credit Sale from Warehouse - Sales Entry	Trade Debtors	2496.60	0.00
2018-06-01	SI-1139		Finish Good Credit Sale from Warehouse - Sales Entry	Sales - Retail	0.00	2496.60
2018-06-01	SI-1139		Finish Good Credit Sale from Warehouse - Cost Entry	Change in Inventory - COS	2121.96	0.00
2018-06-01	SI-1139		Finish Good Credit Sale from Warehouse - Cost Entry	Finish Good	0.00	2121.96

Figure 27