



Red Cherries Accounting (Open Source)

Accounts Manager

Admin User Guide

Version 1.1



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Introduction

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

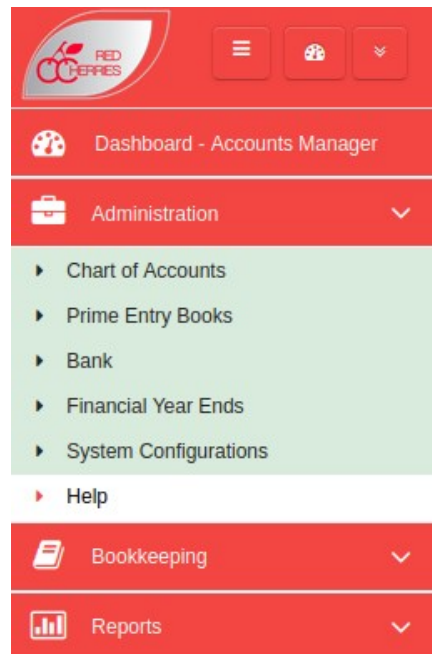


Figure 1

Admin Help

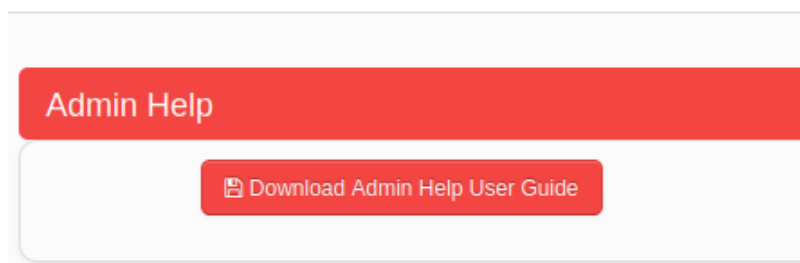


Figure 2



Top Navigation Bar

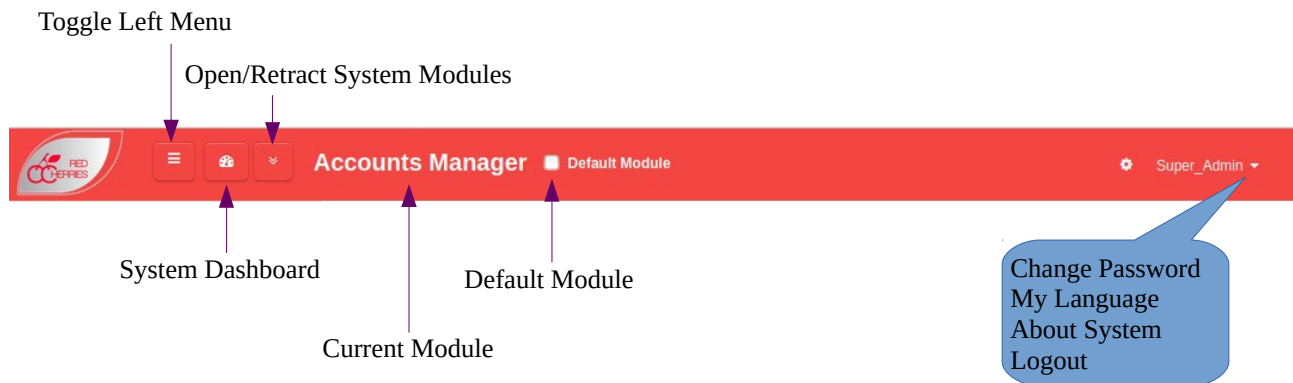


Figure 3

- **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.



Dashboard

When a user selects the “Accounts Manager” from System Modules Dashboard in Red Cherries Accounting, the user will see the Accounts Manager Dashboard on the screen. The Dashboard shows the statistical information of Accounts Management Activities and Quick Links to Accounts Manager screens. The user can see the Accounts Manager Dashboard as shown in **Figure 4**.

Accounts Manager Dashboard

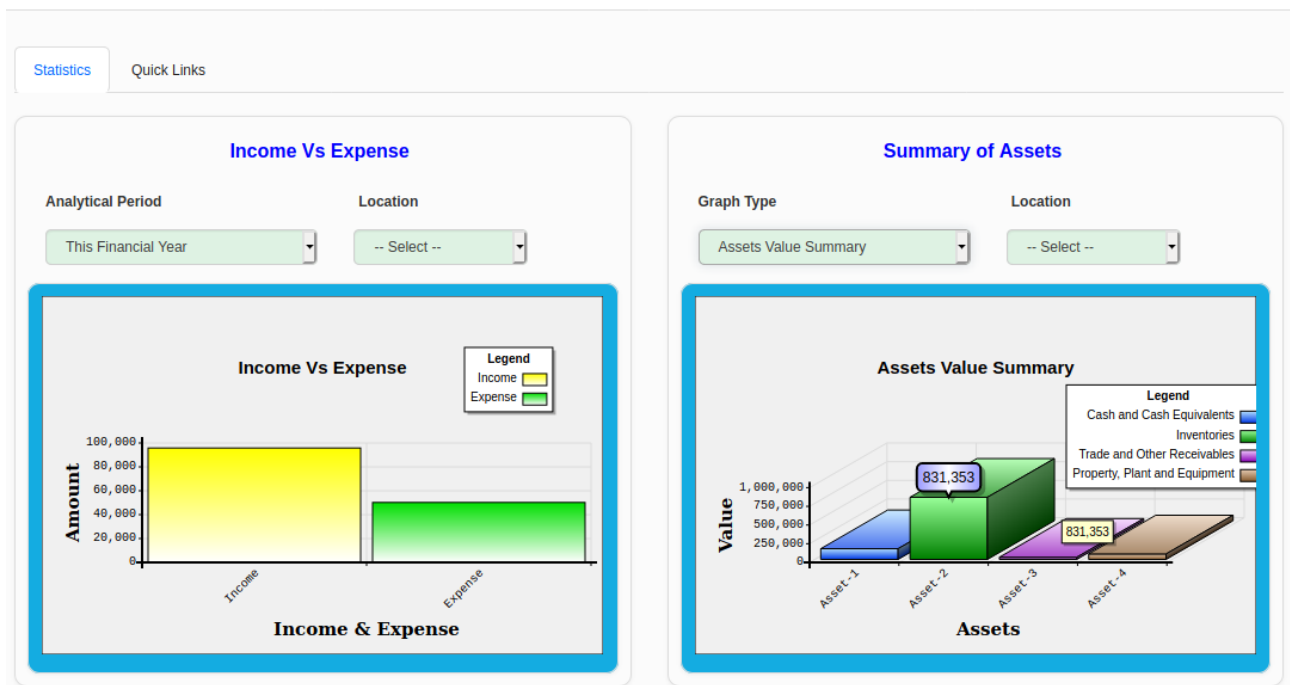


Figure 4



Chart of Accounts

A complete chart of account structure can be maintained in the system and the chart of account list can be accessed from “Administration → Chart of Accounts” menu.

- Chart of Account list is displayed in the system as shown in **Figure 5**.
- Users can see the complete chart of account list after installing the system.

Chart of Accounts

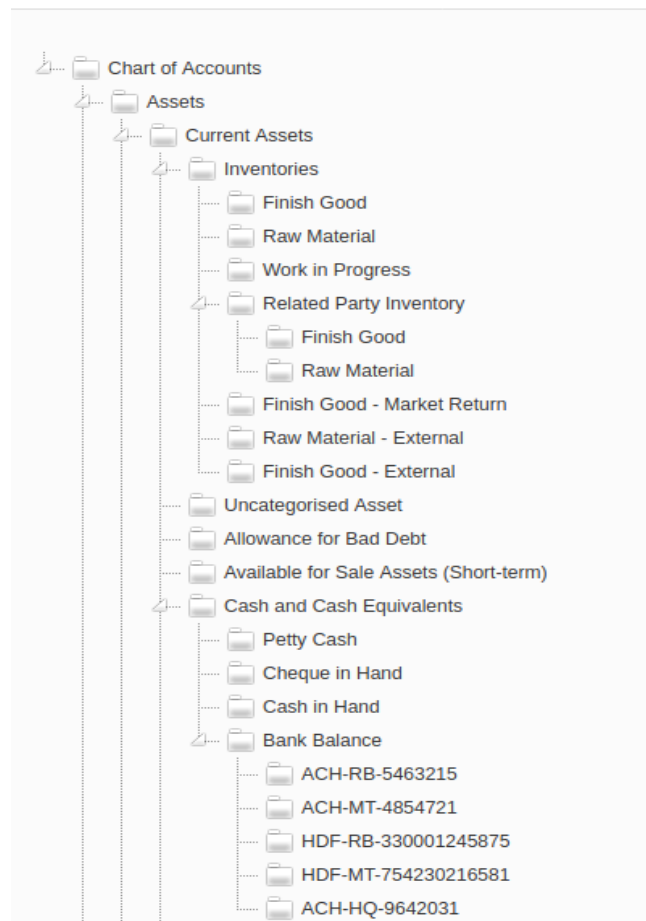


Figure 5

- Users can modify the chart of account structure by right clicking on a particular chart of account name as shown in **Figure 6**.
- When select “Add” or “Edit” menu, a pop up screen will be displayed on the screen as shown in **Figure 7**.
- It is possible to specify a chart of account code and a name for each chart of account.
- Users can easily drag and drop a particular chart of account to restructure the chart of account structure as required.



Chart of Accounts

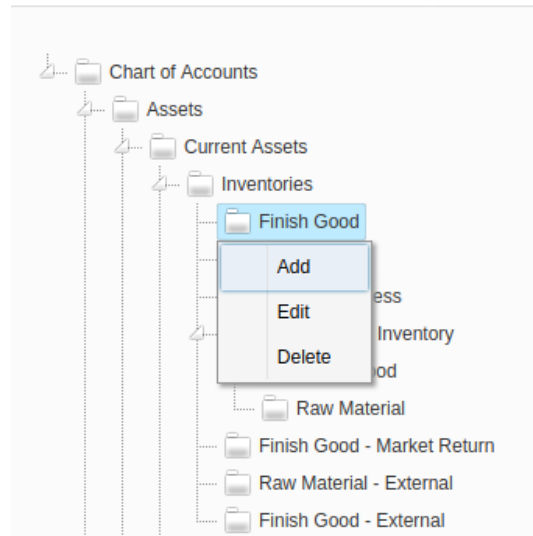


Figure 6

Chart of Accounts

Account Type *

-- Select --

Chart of Account Code

Chart of Account Code

Chart of Account Name

Chart of Account Name

Save Changes

Close

Figure 7



Prime Entry Books

All prime entry books required for accounts journal entry posting can be maintained in prime entry books screen as shown in **Figure 8**, which is accessible from “Administration → Prime Entry Books” menu.

- There are several default prime entry books added from system installation. When required, users can modify the default prime entry books according to the modifications do for chart of accounts structure.
- Additional prime entry books can be added by clicking on “Add New Prime Entry Book” shown in **Figure 8**.

Prime Entry Books

[Add New Prime Entry Book](#)





















10 records per page			Search:	
Prime Entry Book Name	Applicable Module	Actions		
Adjust Finish Good Stock Value Based on Market Price Deductions	Accounts Manager	 		
Adjust Finish Good Stock Value Based on Market Price Increments	Accounts Manager	 		
Budget Issue for Clolor Wash Administration Bulding	Service Manager	 		
Budget Issue for Entrance Road Construction Program	Service Manager	 		
Budget Issue for Provide School Children Required School Supplies	Service Manager	 		
Claim Outstanding Transaction	Accounts Manager	 		
Collect a Donation for Clolor Wash Administration Bulding	Service Manager	 		
Collect a Donation for Entrance Road Construction Program	Service Manager	 		
Collect a Donation for Provide School Children Required School Supplies	Service Manager	 		
Collect Budget Return from Clolor Wash Administration Bulding	Service Manager	 		
Showing 1 to 10 of 43 entries			Previous 1 2 3 4 5 Next	

Figure 8

- A new prime entry book can be added on the screen shown in **Figure 9**.
- Users can specify a name for the prime entry book and a description.
- Users can specify whether for which system module they need to use the prime entry book by specifying the module in “Applicable Module” field.
- Also by selecting “Has reference transaction journal entry” check box, users can force to specify a reference journal entry, when posting a journal entry using the new prime entry book.

Ex : When adding a journal entry for an electricity bill payment, it is required to specify the journal entry for electricity bill.

- Further, the system allows users to select multiple debit or credit accounts for the new prime entry



book. Multiple debit or credit accounts can be selected by clicking on “Add Another Debit Ledger Account” or “Add Another Credit Ledger Account” buttons as shown in **Figure 9**.

Prime Entry Books

Prime Entry Book Name *

Prime Entry Book Name

Description

Description

Applicable Module

-- Select --

☐ Has reference transaction journal entry

Prime Entry Book Ledger Accounts

Debit Chart of Account

-- Select --

Add Another Debit Ledger Account

Delete

Delete

Credit Chart of Account

-- Select --

Add Another Credit Ledger Account

Delete

Delete

Save

Close

Figure 9

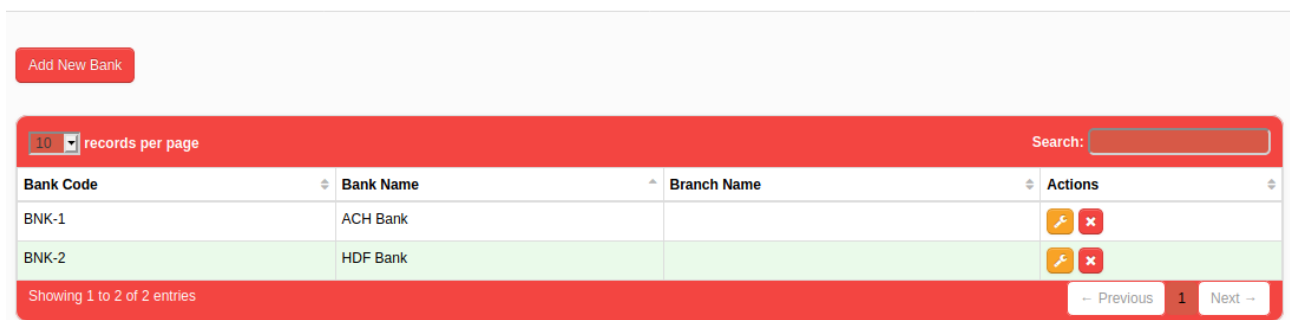


Banks

Banks can be added in the system from “Administration → Bank” menu.

- Bank list is displayed in the system as shown in **Figure 10**.
- Click on “Add New Bank” button shown in **Figure 10** to add a new bank. A new form will be displayed on the screen to add the bank details as shown in **Figure 11**.
- Bank Name is a mandatory field when adding a bank.
- You can add more than one branch to the new bank. To do so, enter a branch name and click on “Add” button shown in **Figure 11**. Then proceed by adding another branch.

Bank Details



The screenshot shows a web interface for managing banks. At the top left is a red button labeled "Add New Bank". Below it is a table with a red header bar. The header bar contains a dropdown menu set to "10 records per page" and a search input field. The table has four columns: "Bank Code", "Bank Name", "Branch Name", and "Actions". There are two data rows: one for "BNK-1" with "ACH Bank" and another for "BNK-2" with "HDF Bank". Each row has an edit icon (pencil) and a delete icon (X) in the Actions column. At the bottom of the table, it says "Showing 1 to 2 of 2 entries" and has navigation buttons for "Previous", "1", and "Next".





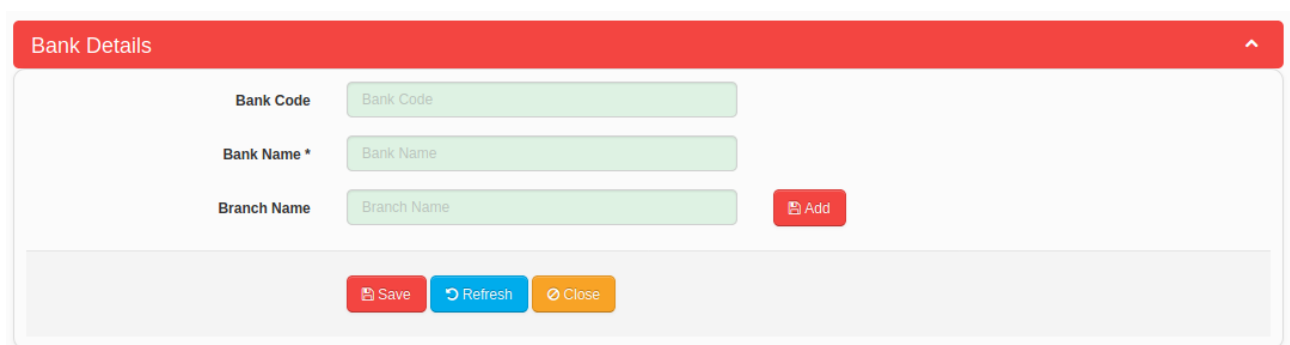
Bank Code	Bank Name	Branch Name	Actions
BNK-1	ACH Bank		 
BNK-2	HDF Bank		 

Figure 10



The screenshot shows the "Bank Details" form. It has a red header bar with the title "Bank Details" and a close icon. The form contains three input fields: "Bank Code", "Bank Name *" (with an asterisk indicating it's mandatory), and "Branch Name". Each field has a light green border. To the right of the "Branch Name" field is a red button labeled "Add". At the bottom of the form are three buttons: "Save" (red), "Refresh" (blue), and "Close" (yellow).

Figure 11

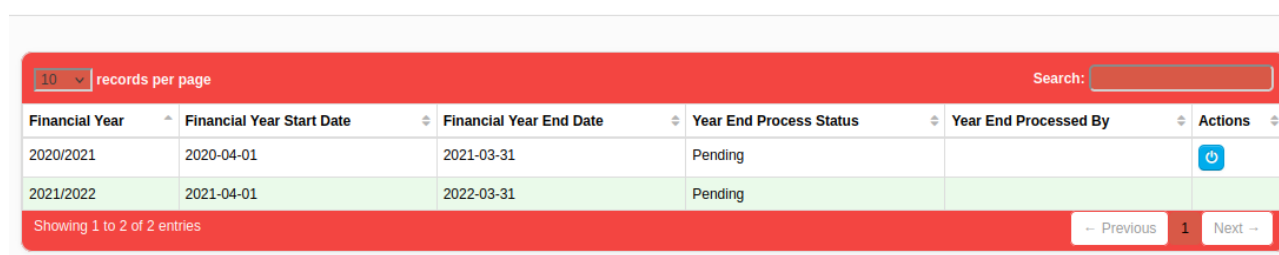


Financial Year Ends

Users can process the financial year end on this screen and bring account balances to the next financial year. Financial Year Ends screen is shown in **Figure 12**, which is accessible from “Administration → Financial Year Ends” menu.

- Users can click on “Process Year End” button shown in Figure 12 under the Actions column in the table in order to process a financial year.
- Users cannot add transactions to the next financial year without processing year end for the previous financial year.
- After processing a financial year, users cannot add or edit transaction in previous financial year.

Financial Year Ends




Financial Year	Financial Year Start Date	Financial Year End Date	Year End Process Status	Year End Processed By	Actions
2020/2021	2020-04-01	2021-03-31	Pending		
2021/2022	2021-04-01	2022-03-31	Pending		

Figure 12

System Configurations

System allows users to control the system behavior via several system configurations. System configurations screen is shown in **Figure 13**, which is accessible from “Administration → System Configurations” menu. System configurations are categorized into their effective screens and reports as shown in **Figure 13**.

General System Configurations

System configurations which are common throughout the accounts manager module are categorized under “General” tab which is available under main “Administration” tab as shown in **Figure 13**.

- Users can specify accounting period starting and end dates into “Financial Year Start” and Financial Year End” fields.
- If users need to maintain accounts for each business locations separately, users should select the “Enable Accounts Management For Locations” check box.
- If any organization is expecting to maintain all sales related information in “Accounts Manager” module, should enable following options for that purpose. When the following options are enabled, the system will show relevant transaction screens in “Accounts Manager” module.
 - Enable Purchase Note
 - Enable Sales Note



- Enable Customer Return Note
- Enable Supplier Return Note
- When receive a payment, if it is a must to select a reference transaction for the payment, user should select the “Force To Select A Reference Transaction For Receive A Payment” check box.
- When make a payment, if it is a must to select a reference transaction for the payment, user should select the “Force To Select A Reference Transaction For Make A Payment” check box.

The screenshot shows the 'System Configurations' window with the 'General' tab selected. Under 'Financial Year Ends', the 'Financial Year Start' is set to April 1 and the 'Financial Year End' is set to March 31. Below this, a message states: 'Location is already used in journal entries. Therefore, the configuration option is disabled.' The following checkboxes are all checked: 'Enable Accounts Management For Locations', 'Enable Purchase Note', 'Enable Sales Note', 'Enable Customer Return Note', 'Enable Supplier Return Note', 'Force To Select A Reference Transaction For Receive A Payment', and 'Force To Select A Reference Transaction For Make A Payment'. A 'Save' button is at the bottom left.

Figure 13



Financial Year Ends Configurations

System configurations which are required for financial year end processing are categorized under “Financial Year Ends” tab which is available under main “Administration” tab as shown in **Figure 14**. Users can specify the relevant chart of account on this screen.

System Configurations

Administration Bookkeeping Reports

General Financial Year Ends

Select parent liabilities chart of account

Chart of Account Liabilities

Select parent assets chart of account

Chart of Account Assets

Select retained earnings chart of account

Chart of Account Retained Earnings

Select trade debtor chart of account

Chart of Account Trade Debtors

Select parent expense chart of account

Chart of Account Expense

Save

Figure 14

Bookkeeping Configurations

Bookkeeping section's configurations are grouped as follows as shown in **Figure 15**.

- Purchase Note
- Sales Note
- Customer Return Note
- Supplier Return Note
- Receive Payment
- Make Payment
- Cheque List
- Opening Balances

System Configurations ^

Administration

Bookkeeping

Reports

Purchase Note

Sales Note

Customer Return Note

Supplier Return Note

Receive Payment

Make Payment

Cheque List

Opening Balances

Purchase note already in use. Therefore, the configuration option is disabled.

☒ Auto Increment Purchase Note Reference Number

Reference No Code

PN

-

Reference No Start Number

1

Select purchase note prime entry book/s for account transactions for purchasing products

Accounts Prime Entry Book

-- Select --

Finish Good Purchase Note - Purchase Products

Delete

Select purchase note prime entry book/s for account transactions for products free issues

Accounts Prime Entry Book

-- Select --

Finish Good Purchase Note - Receive Free Issues

Delete

Save

Figure 15

Purchase Note

In Purchase Note Configurations, you can specify the Purchase Note Reference Number auto increment details as shown in **Figure 15**.

- Select “Auto Increment Purchase Note Reference Number” check box and enter details to following fields.
 - Reference No Code
 - Reference No Separator
 - Reference No Start Number
- After start to using Purchase Note and add transactions, above configuration fields will be disabled for editing as shown in **Figure 15** and shows the following message.

Purchase Note already in use. Therefore, the configuration option is disabled.

- Further, you can specify the Accounts Prime Entry Book to post journal entries when you add Purchase Note transactions. “Accounts Prime Entry Book” drop down has default Accounts Prime Entry Books defined in “Accounts Manager” Module. From the list you need to select “Finish Good Purchase Note - Purchase Products” and “Finish Good Purchase Note - Receive Free Issues” prime entry book as shown in **Figure 15**.



Please refer “Accounts Manager → Administration → Prime Entry Books” screen if you need more information about prime entry books.

Sales Note

In Sales Note Configurations, you can specify the Sales Note Reference Number auto increment details as shown in **Figure 16**.

- Select “Auto Increment Sales Note Reference Number” check box and enter details to following fields.
 - Reference No Code
 - Reference No Separator
 - Reference No Start Number
- After start to using Sales Note and add transactions, above configuration fields will be disabled for editing as shown in **Figure 16** and shows the following message.

Sales Note already in use. Therefore, the configuration option is disabled.

- Specify “Sales Profit Margin (%)” so that the system can calculate the cost of sales when you add a sales note.
- Further, you can specify the Accounts Prime Entry Book to post journal entries when you add Sales Note transactions. “Accounts Prime Entry Book” drop down has default Accounts Prime Entry Books defined in “Accounts Manager” Module. From the list you need to select “Finish Good Sales Note – Sales Entry”, “Finish Good Sales Note – Cost Entry”, “Finish Good Sales Note – Free Issues” and “Finish Good Sales Note – Discount” prime entry book as shown in **Figure 16**.

Please refer “Accounts Manager → Administration → Prime Entry Books” screen if you need more information about prime entry books.



System Configurations

Administration

Bookkeeping

Reports

Purchase Note

Sales Note

Customer Return Note

Supplier Return Note

Receive Payment

Make Payment

Cheque List

Opening Balances

Sales note already in use. Therefore, the configuration option is disabled.

☒ Auto Increment Sales Note Reference Number

Reference No Code

SN

-

Reference No Start Number

1

Sales Profit Margin (%)

25.00

Select sales note prime entry book/s for account transactions for sales entry

Accounts Prime Entry Book

-- Select --

Finish Good Sales Note - Sales Entry

Delete

Select sales note prime entry book/s for account transactions for cost entry

Accounts Prime Entry Book

-- Select --

Finish Good Sales Note - Cost Entry

Delete

Select sales note prime entry book/s for account transactions for free issues

Accounts Prime Entry Book

-- Select --

Finish Good Sales Note - Free Issues

Delete

Select sales note prime entry book/s for account transactions for discount

Accounts Prime Entry Book

-- Select --

Finish Good Sales Note - Discount

Delete

Save

Figure 16

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Customer Return Note

In Customer Return Note Configurations, you can specify the Customer Return Note Reference Number auto increment details as shown in **Figure 17**.

- Select “Auto Increment Customer Return Note Reference Number” check box and enter details to following fields.
 - Reference No Code
 - Reference No Separator
 - Reference No Start Number
- After start to using Customer Return Note and add transactions, above configuration fields will be disabled for editing as shown in **Figure 17** and shows the following message.

Customer Return Note already in use. Therefore, the configuration option is disabled.

- Select “Add Customer Market Return Cost Entry with Profit Margin” check box and specify the relevant Chart of Account to add profit margin value, if you need to add customer return cost entry as same as selling price. In this situation, the profit margin will be acquired from supplier when return the products.
- Further, you can specify the Accounts Prime Entry Book to post journal entries when you add Customer Return Note transactions. “Accounts Prime Entry Book” drop down has default Accounts Prime Entry Books defined in “Accounts Manager” Module. From the list you need to select “Customer Saleable Return Note – Sales Entry”, “Customer Saleable Return Note – Cost Entry”, “Customer Market Return Note – Sales Entry” and “Customer Market Return Note – Cost Entry” prime entry book as shown in **Figure 17**.

Please refer “Accounts Manager → Administration → Prime Entry Books” screen if you need more information about prime entry books.



System Configurations

Administration

Bookkeeping

Reports

Purchase Note

Sales Note

Customer Return Note

Supplier Return Note

Receive Payment

Make Payment

Cheque List

Opening Balances

Customer return note already in use. Therefore, the configuration option is disabled.

☒ Auto Increment Customer Return Note Reference Number

Reference No Code

CRN

-

Reference No Start Number

1

☐ Add Customer Market Return Cost Entry with Profit Margin

Select customer saleable return note prime entry book/s for account transactions for sales entry

Accounts Prime Entry Book

-- Select --

Customer Saleable Return Note - Sales Entry

Delete

Select customer saleable return note prime entry book/s for account transactions for cost entry

Accounts Prime Entry Book

-- Select --

Customer Saleable Return Note - Cost Entry

Delete

Select customer market return note prime entry book/s for account transactions for sales entry

Accounts Prime Entry Book

-- Select --

Customer Market Return Note - Sales Entry

Delete

Select customer market return note prime entry book/s for account transactions for cost entry

Accounts Prime Entry Book

-- Select --

Customer Market Return Note - Cost Entry

Delete

Save

Figure 17

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Supplier Return Note

In Supplier Return Note Configurations, you can specify the Supplier Return Note Reference Number auto increment details as shown in **Figure 18**.

- Select “Auto Increment Supplier Return Note Reference Number” check box and enter details to following fields.
 - Reference No Code
 - Reference No Separator
 - Reference No Start Number
- After start to using Supplier Return Note and add transactions, above configuration fields will be disabled for editing as shown in **Figure 18** and shows the following message.

Supplier Return Note already in use. Therefore, the configuration option is disabled.

- Further, you can specify the Accounts Prime Entry Book to post journal entries when you add Supplier Return Note transactions. “Accounts Prime Entry Book” drop down has default Accounts Prime Entry Books defined in “Accounts Manager” Module. From the list you need to select “Supplier Saleable Return Note” and “Supplier Market Return Note” prime entry book as shown in **Figure 18**.

Please refer “Accounts Manager → Administration → Prime Entry Books” screen if you need more information about prime entry books.



System Configurations

Administration

Bookkeeping

Reports

Purchase Note

Sales Note

Customer Return Note

Supplier Return Note

Receive Payment

Make Payment

Cheque List

Opening Balances

Supplier return note already in use. Therefore, the configuration option is disabled.

☒

Auto Increment Supplier Return Note Reference Number

Reference No Code

SRN

-

Reference No Start Number

1

Select supplier saleable return note prime entry book/s for account transactions

Accounts Prime Entry Book

-- Select --

Supplier Saleable Return Note

Delete

Select supplier market return note prime entry book/s for account transactions

Accounts Prime Entry Book

-- Select --

Supplier Market Return Note

Delete

Save

Figure 18

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Receive Payment

In Receive Payment Configurations, you can specify the Receive Payment Reference Number auto increment details as shown in **Figure 19**.

- Select “Auto Increment Receive Payment Reference Number” check box and enter details to following fields.
 - Reference No Code
 - Reference No Separator
 - Reference No Start Number
- After start to using Receive Payment and add transactions, above configuration fields will be disabled for editing as shown in **Figure 19** and shows the following message.

Receive Payment already in use. Therefore, the configuration option is disabled.

- Further, you can specify the Accounts Prime Entry Book to post journal entries when you add Receive Payment transactions. “Accounts Prime Entry Book” drop down has default Accounts Prime Entry Books defined in “Accounts Manager” Module. From the list you need to select “Receive Payment from a Debtor in Cash” and “Receive Payment from a Debtor in Cheque” prime entry book as shown in **Figure 19**.

Please refer “Accounts Manager → Administration → Prime Entry Books” screen if you need more information about prime entry books.



System Configurations

Administration

Bookkeeping

Reports

Purchase Note

Sales Note

Customer Return Note

Supplier Return Note

Receive Payment

Make Payment

Cheque List

Opening Balances

Receive payment already in use. Therefore, the configuration option is disabled.

☒ Auto Increment Receive Payment Reference Number

Reference No Code

RP

-

Reference No Start Number

1

Default Payer Type

-- Select --

Default Reference Transaction Type

-- Select --

☒ Select Reference Journal Entry Automatically

☒ Allow Partial Receive Payments for Reference Transactions

Select receive payment prime entry book/s for account transactions for cash payment

Accounts Prime Entry Book

-- Select --

Receive Payment from a Debtor in Cash

Delete

Select receive payment prime entry book/s for account transactions for cheque payment

Accounts Prime Entry Book

-- Select --

Receive Payment from a Debtor in Cheque

Delete

Select receive payment prime entry book/s for cheque deposits

Accounts Prime Entry Book

-- Select --

Deposit Cheque To ACH-MT-4854721

Delete

Deposit Cheque To ACH-RB-5463215

Delete

Deposit Cheque To HDF-MT-754230216581

Delete

Deposit Cheque To HDF-RB-330001245875

Delete

Select receive payment prime entry book/s for account transactions for credit card payment

Accounts Prime Entry Book

-- Select --

Receive Payment from a Debtor in Credit Card - ACH-MT-4854721

Delete

Receive Payment from a Debtor in Credit Card - ACH-RB-5463215

Delete

Receive Payment from a Debtor in Credit Card - HDF-MT-754230216581

Delete

Receive Payment from a Debtor in Credit Card - HDF-RB-330001245875

Delete

Select claim payment prime entry book/s for account transactions for receive payment transaction claim

Accounts Prime Entry Book

-- Select --

Claim Outstanding Transaction

Delete

Save

Figure 19

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Make Payment

In Make Payment Configurations, you can specify the Make Payment Reference Number auto increment details as shown in **Figure 20**.

- Select “Auto Increment Make Payment Reference Number” check box and enter details to following fields.
 - Reference No Code
 - Reference No Separator
 - Reference No Start Number
- After start to using Make Payment and add transactions, above configuration fields will be disabled for editing as shown in **Figure 20** and shows the following message.

Make Payment already in use. Therefore, the configuration option is disabled.

- Further, you can specify the Accounts Prime Entry Book to post journal entries when you add Make Payment transactions. “Accounts Prime Entry Book” drop down has default Accounts Prime Entry Books defined in “Accounts Manager” Module. From the list you need to select to select appropriate prime entry book as shown in **Figure 20**. If not available, please make required prime entry books.

Please refer “Accounts Manager → Administration → Prime Entry Books” screen if you need more information about prime entry books.



System Configurations

Administration

Bookkeeping

Reports

Purchase Note

Sales Note

Customer Return Note

Supplier Return Note

Receive Payment

Make Payment

Cheque List

Opening Balances

Make payment already in use. Therefore, the configuration option is disabled.

☒ Auto Increment Make Payment Reference Number

Reference No Code

MP

-

Reference No Start Number

1

Default Payee Type

-- Select --

Default Reference Transaction Type

-- Select --

☒ Select Reference Journal Entry Automatically ☒ Allow Partial Payments for Reference Transactions

Select make payment prime entry book/s for account transactions for cash payment

Accounts Prime Entry Book

-- Select --

Make Payment in Cash

Delete

Select make payment prime entry book/s for account transactions for cheque payment

Accounts Prime Entry Book

-- Select --

Make Payment in Cheque from - ACH-MT-4854721

Delete

Make Payment in Cheque from - ACH-RB-5463215

Delete

Make Payment in Cheque from - HDF-MT-754230216581

Delete

Make Payment in Cheque from - HDF-RB-330001245875

Delete

Select make payment prime entry book/s for account transactions for second/third party cheque payment

Accounts Prime Entry Book

-- Select --

Make Payment in Second/Third Party Cheque

Delete

Select claim payment prime entry book/s for account transactions for make payment transaction claim

Accounts Prime Entry Book

-- Select --

Claim Outstanding Transaction

Delete

Save

Figure 20



Cheque List

In Cheque List Configurations, you can set cheque details to be processed automatically as shown in **Figure 21**.

- Select “Automatically Mark Received Cheques As Deposited On Cheque Date” check box if you want to mark cheques as deposited to the bank when current date is the cheque deposit date. Otherwise, you should mark individual cheque as deposited in Cheque List screen.
- Select “Automatically Clear Received Cheques After Deposited to Bank” check box if you want to mark cheques as cleared after mark those as deposited. Otherwise, you should mark individual cheque as cleared in Cheque List screen.
- Select “Automatically Clear Paid Cheques on Cheque Date” check box if you want to mark cheques as cleared when current date is the cheque date. Otherwise, you should mark individual cheque as cleared in Cheque List screen.

System Configurations

Administration Bookkeeping Reports

Purchase Note Sales Note Customer Return Note Supplier Return Note Receive Payment Make Payment Cheque List Opening Balances

☒ Automatically Mark Received Cheques As Deposited On Cheque Date ☒ Automatically Clear Received Cheques After Deposited to Bank

☒ Automatically Clear Paid Cheques on Cheque Date

Save

Figure 21



Opening Balances

In Opening Balances Configurations, you can select the “Opening Balance Equity” account in your chart of accounts so that it can be referred when you add accounts opening balances.

The screenshot shows the "System Configurations" window with the "Bookkeeping" tab selected. Under the "Bookkeeping" tab, the "Opening Balances" sub-tab is active. The main area is titled "Select opening balance equity chart of account". It contains a label "Chart of Account" and a dropdown menu that currently displays "Opening Balance Equity". At the bottom left of this section is a red "Save" button with a floppy disk icon.

Figure 22



Reports Configurations

Trial Balance Configurations

System configurations available for trial balance report are categorized under the “Trial Balance” tab which is available under “Reports” main tab as shown in **Figure 23**.

- Users can specify the order of displaying account categories on the trial balance as shown in **Figure 23**.

System Configurations

Administration Bookkeeping Reports

Trial Balance Cash & Cash Equivalents Balance Sheet Profit & Loss

Select first level chart of account categories in order to display on trial balance

Chart of Account -- Select --

Assets	Delete
Equity	Delete
Income	Delete
Expense	Delete
Liabilities	Delete

Save

Figure 23



Cash & Cash Equivalents Configurations

In Cash & Cash Equivalents Configurations, you can select the “Cash and Cash Equivalents” account and “Cheque in Hand” account in your chart of accounts so that it can be referred when you generate reports.

Figure 24

Balance Sheet Configurations

System configurations available for balance sheet report are categorized under the “Balance Sheet” tab which is available under “Reports” main tab as shown in **Figure 25**.

- Users can specify the main chart of account entry points for balance sheet report generation on this tab as shown in **Figure 25**.

Note : System does not allow to select a sub chart of account when its one of main chart of account is already selected under a particular category. System shows the message in **Figure 27**, if a user try to select a sub chart of account.



System Configurations

Administration

Bookkeeping

Reports

Trial Balance

Cash & Cash Equivalents

Balance Sheet

Profit & Loss

Non-current Assets Chart of Account Entries

Chart of Account-- Select --

Fixed AssetsDelete

Non-current AssetsDelete

Current Assets Chart of Account Entries

Chart of Account-- Select --

Current AssetsDelete

Equity Chart of Account Entries

Chart of Account-- Select --

EquityDelete

Non-current Liabilities Chart of Account Entries

Chart of Account-- Select --

Non-current LiabilitiesDelete

Current Liabilities Chart of Account Entries

Chart of Account-- Select --

Current LiabilitiesDelete

Save

Figure 25

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Profit and Loss Configurations

System configurations available for profit and loss report are categorized under the “Profit & Loss” tab which is available under “Reports” main tab as shown in **Figure 26**.

- Users can select the chart of account entry points as shown in **Figure 26**, for calculating profit and loss information.

Note : System does not allow to select a sub chart of account when its one of main chart of account is already selected under a particular category. System shows the message in **Figure 27**, if a user try to select a sub chart of account.

System Configurations

Administration Bookkeeping Reports

Trial Balance Cash & Cash Equivalents Balance Sheet Profit & Loss

Revenue Calculating Chart of Account Entries

Chart of Account -- Select --

Sales Delete

Rendering of Services Delete

Revenue - General Delete

Gross Profit Calculating Chart of Account Entries

Chart of Account -- Select --

Cost of Sales Delete

Operating Activities Calculating Chart of Account Entries

Chart of Account -- Select --

Income Delete

Expense Delete

Profit Calculating Chart of Account Entries

Chart of Account -- Select --

Net Profit Calculating Chart of Account Entries

Chart of Account -- Select --

Save

Figure 26

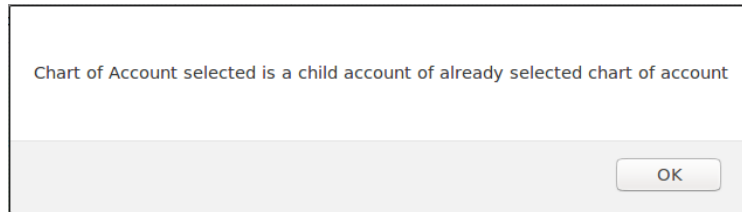


Figure 27