



Red Cherries Accounting (Open Source)

Organization Module

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 “Organization”. 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**.

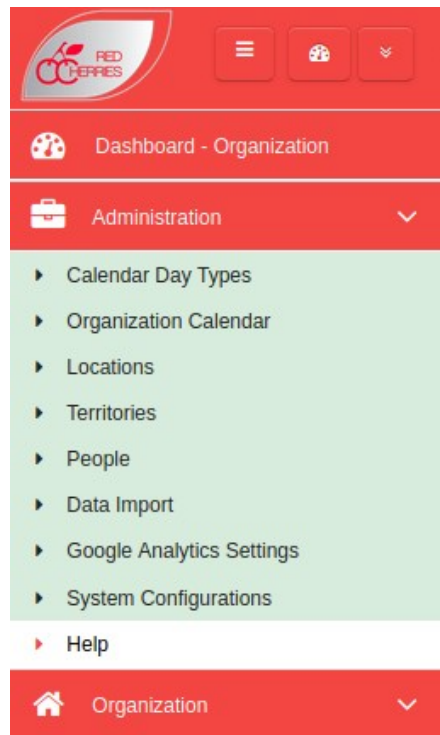


Figure 1

Admin Help

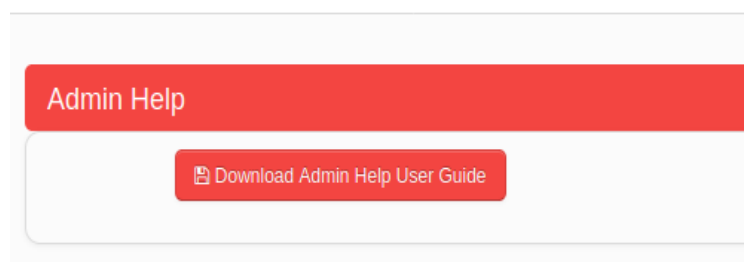


Figure 2



Top Navigation Bar

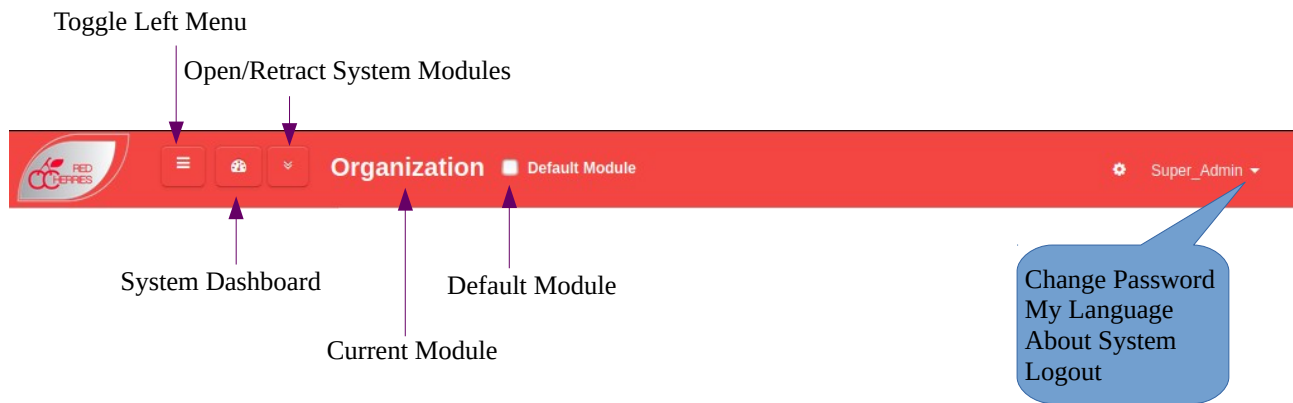


Figure 3

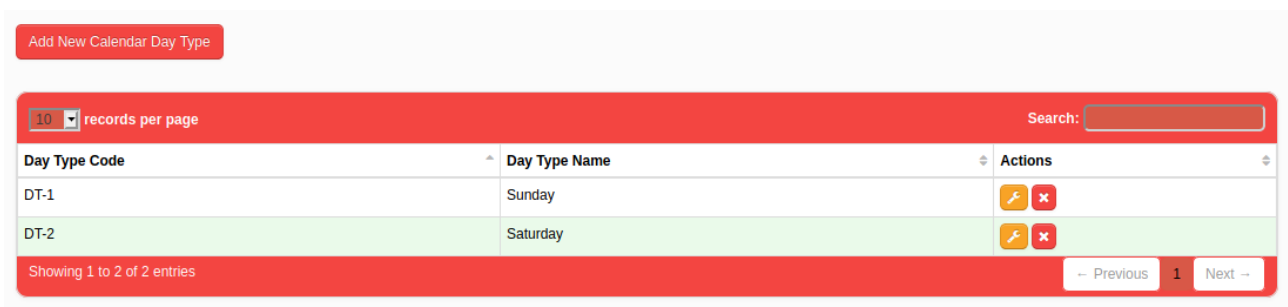
- **Toggle Left Menu** : Show/hide left menu
- **Open/Retract System Modules** : Open/retract system module dashboard. Previous screen preserves if user does not select any module.
- **System Dashboard** : Opens the system modules dashboard. Previous screen does not preserved.
- **Current Module** : 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.



Calendar Day Types

In order to create an organization calendar, the required day types can be added in “Day Types” screen. Day Types can be added in the system from “Administration Module → Day Types” menu.

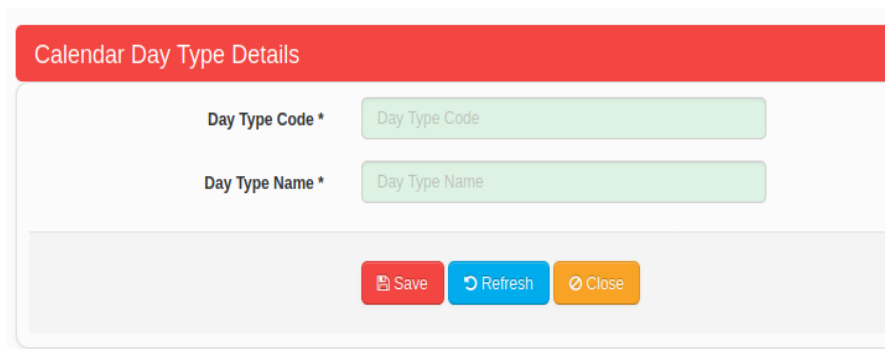
- Day Types list is displayed in the system as shown in **Figure 4**.
- A new day type can be added by clicking the “Add New Calendar Day Type” button shown in **Figure 4**. A new form will be displayed on the screen to add the day type details as shown in **Figure 5**.
- “Day Type Code” and “Day Type Name” are mandatory fields when adding day types.



The screenshot shows a red button labeled "Add New Calendar Day Type" at the top left. Below it is a table with a red header bar containing a dropdown for "10 records per page" and a search box. The table has three columns: "Day Type Code", "Day Type Name", and "Actions". It contains two entries: "DT-1" for "Sunday" and "DT-2" for "Saturday". Each entry has edit and delete icons in the Actions column. At the bottom, it says "Showing 1 to 2 of 2 entries" and has navigation buttons for "Previous", "1", and "Next".

Day Type Code	Day Type Name	Actions
DT-1	Sunday	
DT-2	Saturday	

Figure 4



The screenshot shows a form titled "Calendar Day Type Details" with a red header. It contains two mandatory fields: "Day Type Code *" and "Day Type Name *", each with a light green input box. At the bottom, there are three buttons: "Save" (red), "Refresh" (blue), and "Close" (orange).

Day Type Code *

Day Type Name *

Save Refresh Close

Figure 5



Organization Calendar

Organization Calendar can be created for a company in a particular country as shown in **Figure 6**.

Organization Calendar can be created in the system from “Administration Module → Organization Calendar” menu.

- Day Types can be dragged and dropped to the calendar from “Draggable Day Types” section shown in **Figure 6**.
- Added day types can be deleted by dragging and dropping day types from the calendar to the “Calendar Days Garbage” section shown in **Figure 6**.

Note : Saturday and Sunday day types can be populated to the entire organization calendar using the facility provided in “System Configurations” screen. Please refer the “[System Configurations](#)” section in this user guide for more information.

Select Organization Calendar

Country

-- Select --

Company


-- Select --

Draggable Day Types

Saturday

Sunday

Calendar Days Garbage



Organization Calendar

< > today

June 2020

month w

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	
7	8	9	10	11	12	
14	15	16	17	18	19	
21	22	23	24	25	26	
28	29	30	1	2	3	

Figure 6



Locations

Physical locations can be added in the system from “Administration Module → Locations” menu.

- Location list is displayed in the system as shown in **Figure 7**.
- Once locations are defined in the system, can be specified for agents and customers so that their locations can be tracked. Further, the accounting system can be configured to work separately for each location.
- A new location can be added by clicking the “Add New Location” button shown in **Figure 7**. A new form will be displayed on the screen to add the location details as shown in **Figure 8**.
- “Location Code” and “Location Name” are mandatory fields when adding locations.
- Country code of telephone numbers can be selected by accessing the country flag .



- There should be a space between country code and telephone number. **Ex** : +94 0111234567.

Add New Location

10 records per page

Search:

Location Code	Location Name	Country	City	State	Phone No	Actions
LOC-1	Roxboro				+1	
LOC-2	Mitchel					
LOC-3	Headquarters					

Showing 1 to 3 of 3 entries

Previous

1

Next

Figure 7



Locations Details

Location Code *

Location Code

Location Name *

Location Name

Company

-- Select --

Address

Address

City

City

State

State

Country

-- Select Country --

Time Zone

Time Zone

Primary Phone No

+1

Secondary Phone No

+1

Save

Refresh

Close

Figure 8



Territories

If a business organization needs to track their sales information territory wise, users can add the territory information on the Territories screen and use in Sales Note and Customer Return Note screens in Accounts Manager module. Territories can be added in the system from “Administration Module → Territories” menu.

- Territories list is displayed in the system as shown in **Figure 9**.
- A new Territory can be added by clicking the “Add New Territory” button shown in **Figure 9**. A new form will be displayed on the screen to add the Territory details as shown in **Figure 10**.
- “Territory Code” and “Territory Name” are mandatory fields when adding locations.

Add New Territory

10 records per page			Search:
Territory Code	Territory Name	Actions	
TRT-1	Roxboro		
TRT-10	Semora		
TRT-2	Mitchel		
TRT-3	Williamsville		
TRT-4	Olive Hill		
TRT-5	Allensville		
TRT-6	Leasburg		
TRT-7	Hurdle Mills		
TRT-8	Timberlake		
TRT-9	Woodsdale		
Showing 1 to 10 of 10 entries			Previous 1 Next

Figure 9

Territories Details

Territory Code *

Territory Code

Territory Name *

Territory Name

Save

Refresh

Close

Figure 10



People

There are many people involved when managing an accounting system. Such people information can be stored in the system so that they can be selected when adding transactions. People can be added in the system from “Administration Module → People” menu.

Following people categories can be seen in people screen as shown in **Figure 11**.

1. Supplier
2. Agent
3. Customer
4. Sales Rep
5. Driver
6. Member
7. Employee

- By clicking on “Add New People” button you can add new people into the system. A new form will be displayed on the screen to add the people details as shown in **Figure 13**.

Note : For each people type there can be additional fields.

- To see a list of people under each category, click on the icon of each category as shown in **Figure 11**. People under the selected category will be shown as shown in **Figure 12**.
- Once people are defined in the system, can be specified in following transaction screens under Accounts Manager Module, User Roles Manager Module, Services Manager Module etc.
 - Purchase Note
 - Sales Note
 - Customer Return Note
 - Supplier Return Note
 - Cheque List
 - Users
- “People Type”, “People Code” and “People Name” are mandatory fields when adding people.
- Country code of telephone numbers and fax number can be selected by accessing the country flag .



- There should be a space between country code and telephone/fax number. **Ex :** +94 0111234567.



People Details

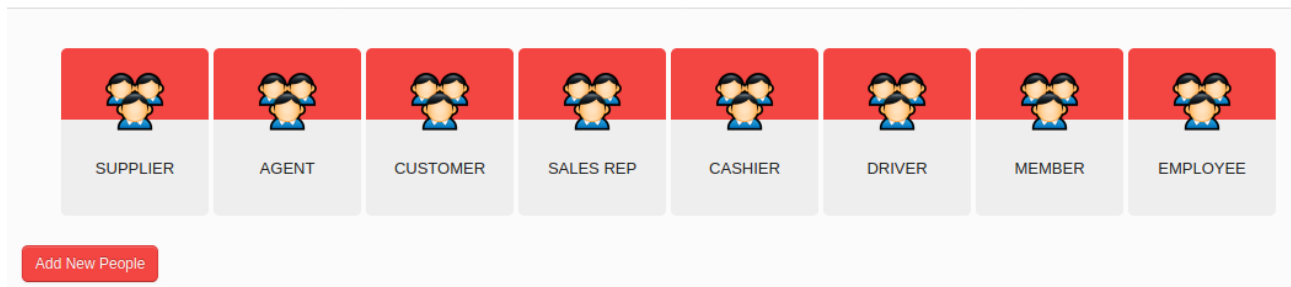


Figure 11

People Details

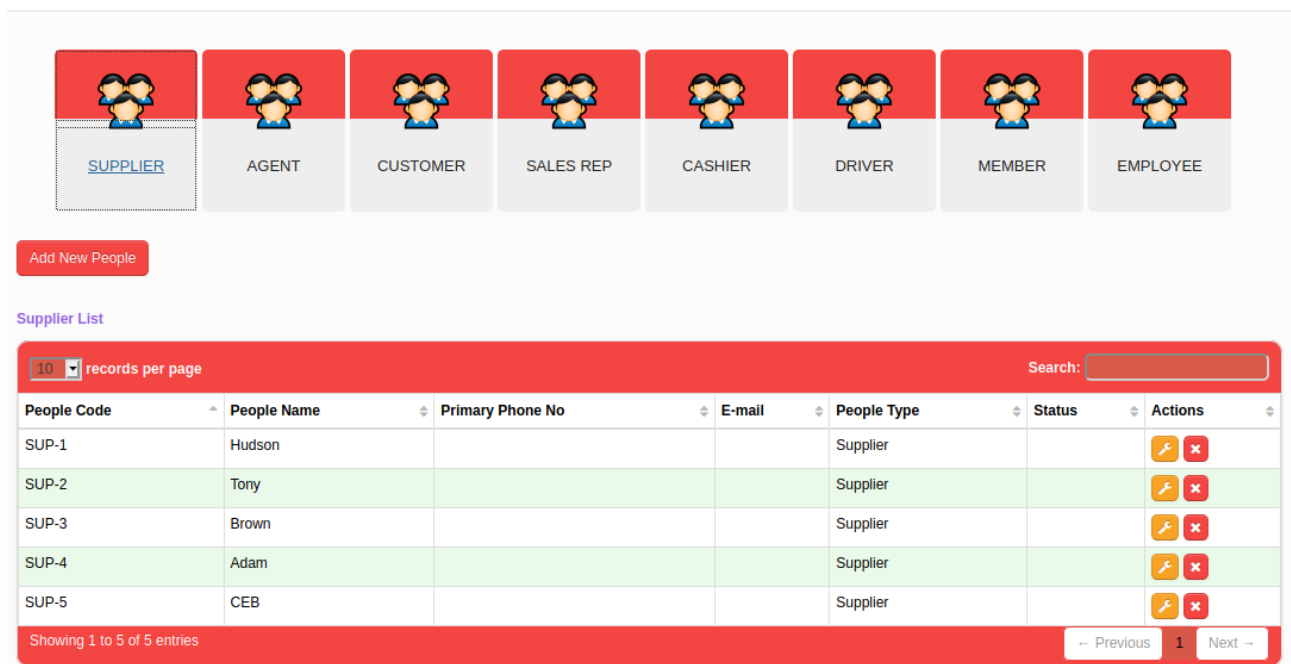


Figure 12



People Details

People Type *

-- Select --

People Code *

People Code

People Name *

People Name

People Short Name

People Short Name

NIC

NIC

Birthday

Birthday

Country

-- Select Country --

Address

Address

Primary Phone No

Primary Phone No

Secondary Phone No

Secondary Phone No

E-mail

E-mail

Fax

Fax

Last People Code : null

Save

Refresh

Close

Figure 13

- After adding a new person, user can upload documents for that person by selecting the person from a people category. Users can click on “Upload A Document” button to upload a new document as shown in **Figure 14**.



People Details

People Type *

Supplier

People Code *

SUP-1

People Name *

Hudson

People Short Name

People Short Name

NIC

NIC

Birthday

Birthday

Country

-- Select Country --

Address

Address

Primary Phone No

Secondary Phone No

E-mail

E-mail

Fax

Immediate Contact Person

Immediate Contact Person

Immediate Contact Phone No

Immediate Contact Phone No

Upload A Document

Supplier_Agreement.png

Delete

Edit

Refresh

Close

Figure 14



Data Import

Red Cherries Accounting provides master data to be imported during system implementation. **Figure 15** shows the data import tool of Organization Manager. Data Import screen can be accessed in the system from “Administration Module → Data Import” menu.

Follow the following instructions to import master data.

1. Download the organization master data import Excel workbook by clicking on “Download” button in “Download Organization Master Data Import Excel Workbook” section shown in **Figure 15**.
2. You can download the data import user guide by clicking on “Download Data Import Workbook User Guide” button in “Download Organization Master Data Import Excel Workbook” section shown in **Figure 15**. You should refer the user guide for detailed instructions.
3. After filling the data import Excel workbook, upload the workbook by clicking on “Browse” button in “Upload Organization Master Data Import Excel Workbook” section shown in **Figure 15**.
4. System will verify your data in Excel template while uploading and it will show an error message if your data is not accurate. Click on “Download Data Import Workbook Error Log File” button in “Upload Organization Master Data Import Excel Workbook” section shown in **Figure 15** to download the error log file if you get any error message while data uploading.
5. If your data is accurate, the system will show a success message after uploading the Excel workbook.
6. Finally use the options given in “Import Data” section shown in **Figure 15** to import master data.

Data Import

Download Organization Master Data Import Excel Workbook

[Download](#) [Download Data Import Workbook User Guide](#)

Upload Organization Master Data Import Excel Workbook

[Browse...](#) No file selected. [Upload](#) [Download Data Import Workbook Error Log File](#)

Import Data

Import Supplier Information	Yes No	Import Agent Information	Yes No
Import Customer Information	Yes No	Import Sales Rep Information	Yes No
Import Driver Information	Yes No	Import Employee Information	Yes No

[Import](#) [Download Data Import Error Log File](#)

Figure 15



Google Analytics Settings

Red Cherries Accounting allows system administrator to register the system with Google Analytics to track system access details of the users. Google Analytics Settings can be added in the system from “Administration Module → Google Analytics Settings” menu.

Specify the configuration settings in screen shown in **Figure 16** so that system will upload required information to the registered Google Analytics account of the company.

A screenshot of the "Google Analytics Settings" form. The form has a red header bar with the title "Google Analytics Settings". Below the header, there is a label "Google Analytics Code *" followed by a text input field containing the placeholder text "Google Analytics Code". Below this, there are two checkboxes: "Enable in Login" and "Enable in Dashboard", both of which are currently unchecked. At the bottom of the form, there are two buttons: a red "Save" button and a blue "Refresh" button.

Figure 16



System Configurations

The system allows users to control the behavior of system features using following system configurations. System Configurations can be specified in the system from “Administration Module → System Configurations” menu.

People Configurations

- People related configurations can be controlled in the system as shown in **Figure 17**.
- It is possible to enable and specify people addition authorizer as shown in **Figure 17**.

The screenshot shows the 'System Configurations' interface with the 'People' tab selected. Under the 'People' tab, there is a sub-tab 'Organization Calendar'. The main configuration area is highlighted in green and contains the following elements:

- A checkbox labeled 'People Addition Need Authorizer Approval' which is checked.
- A label 'People Addition Authorizer' followed by a dropdown menu currently showing 'EMP-8 - Clark'.
- A red 'Save' button at the bottom left of the configuration area.

Figure 17



Organization Calendar

- Organization Calendar related configurations can be controlled in the system as shown in **Figure 18**.
- It is possible to select counties and companies and then populate Saturdays and Sundays for the current year as Shown in **Figure 18**.

The screenshot displays the 'System Configurations' window with the 'Organization Calendar' tab selected. The 'Organization Calendar Default Settings' section includes dropdowns for 'Saturday Calendar Day Type' (set to Saturday) and 'Sunday Calendar Day Type' (set to Sunday). Below this, a red button prompts the user to 'Populate Current Year Calendar With Saturdays and Sundays for Following Countries and Companies'. A table lists the configured countries and companies:

Country	Company	Actions
-- Select --	-- Select --	<button>Add</button> <button>Delete</button>
United States	John David Company (Pvt) Ltd	<button>Delete</button>

A 'Save' button is located at the bottom left of the configuration area.

Figure 18