



e-ER Planner

Accounts Manager

Admin 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 “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**.

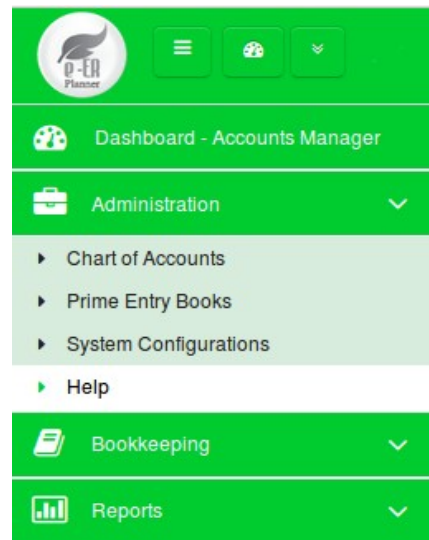


Figure 1

Admin Help

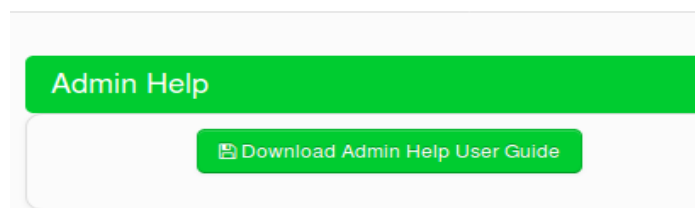


Figure 2

Top Navigation Bar

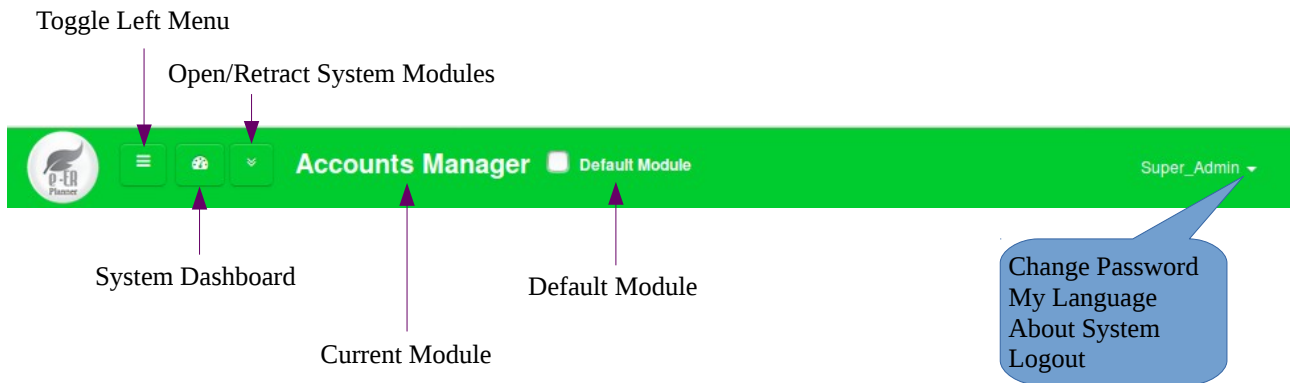


Figure 3

- **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 e-ER Planner, 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

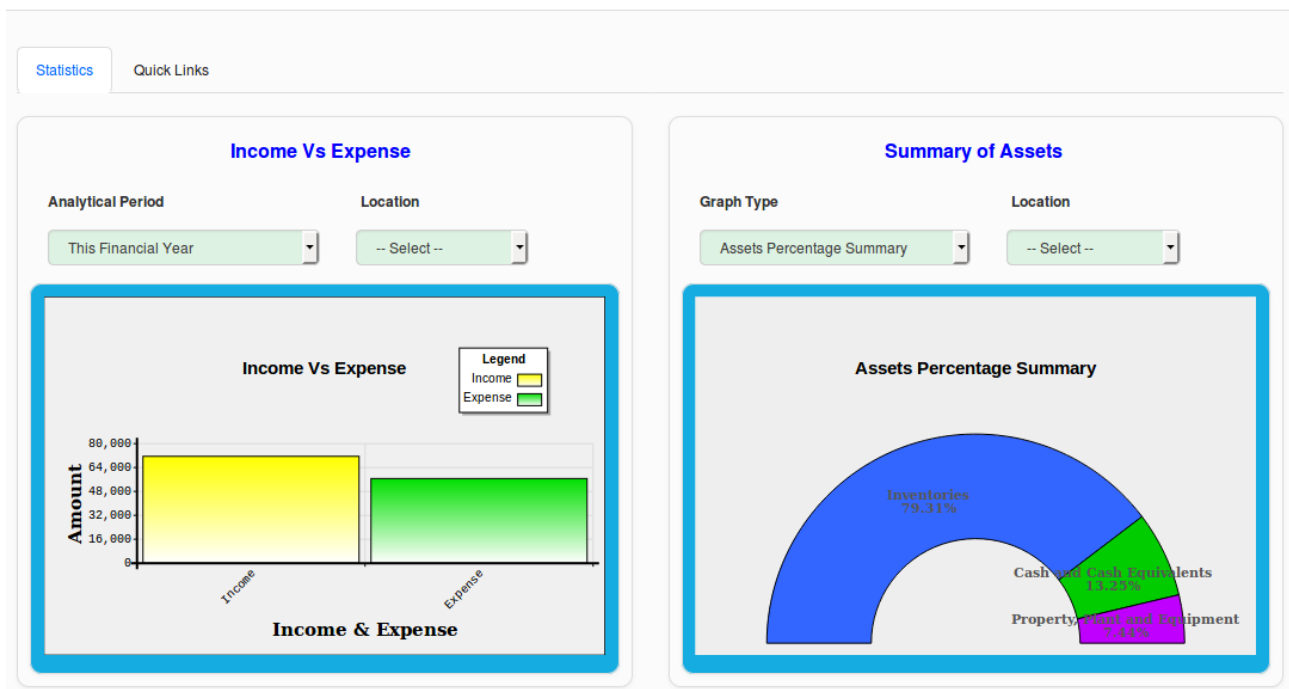


Figure 4

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

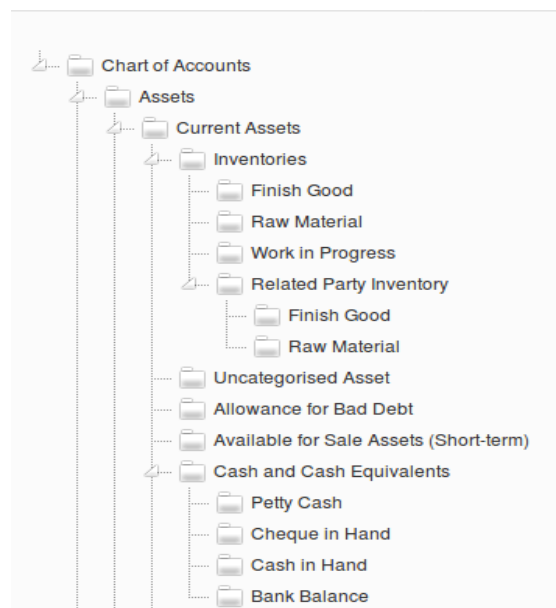


Figure 5

- 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

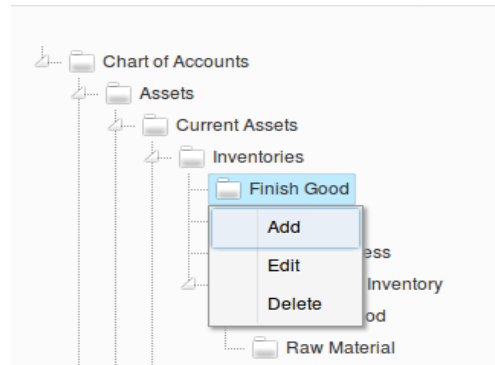
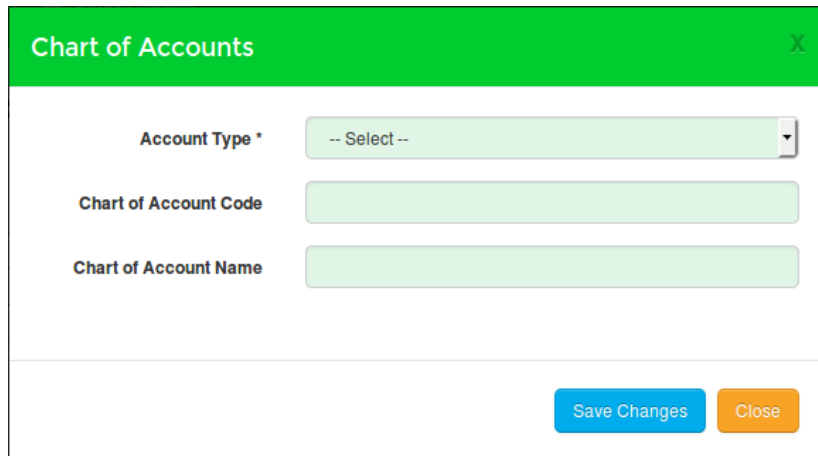


Figure 6



The form is titled 'Chart of Accounts' and has a green header bar with a close button (X). It contains three input fields: 'Account Type *' with a dropdown menu showing '-- Select --', 'Chart of Account Code' with a text input field, and 'Chart of Account Name' with a text input field. At the bottom right, there are two buttons: 'Save Changes' (blue) and 'Close' (orange).

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 and are used to map journal entry posting from “Stock Manager” module. 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: <input style="width: 150px;" type="text"/>	
Prime Entry Book Name	Applicable Module	Actions
Dispatch Raw Material	Stock Manager	
Finish Good Credit Sale from Lorry - Cost Entry		
Finish Good Credit Sale from Lorry - Sales Entry	Stock Manager	
Finish Good Credit Sale from Warehouse - Cost Entry		
Finish Good Credit Sale from Warehouse - Sales Entry	Stock Manager	
Finish Good Disposal	Stock Manager	
Finish Good Opening Balance	Stock Manager	
Finish Good Sales Invoice Discount	Stock Manager	
Finish Good Sales Invoice Free Issue For Lorry	Stock Manager	
Finish Good Sales Invoice Free Issue For Warehouse	Stock Manager	
Showing 11 to 20 of 51 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 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



System Configurations

System allows users to control the system behavior via several system configurations. System configurations screen is shown in **Figure 10**, which is accessible from “Administration → System Configurations” menu. System configurations are categorized into their effective screens and reports as shown in **Figure 10**.

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 10**.

- 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 only in “Accounts Manager” module and they are not going to use “Stock 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.
- In order to generate accounting reports under cash accounting method, users can specify their cash related chart of accounts in the section called “Select cash related chart of accounts for report generation under cash accounting method” as shown in **Figure 10**.



System Configurations

Administration

Bookkeeping

Reports

General

Financial Year Start

Month

April

Day

1

Financial Year End

Month

March

Day

31

Location is already used in journal entries. Therefore, the configuration option is disabled.

☒ 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

☐ Force To Select A Reference Transaction For Make A Payment

Select cash related chart of accounts for report generation under cash accounting method

Chart of Account

-- Select --

Petty Cash

Delete

Cheque in Hand

Delete

Cash in Hand

Delete

Bank Balance

Delete

Save

Figure 10



Bookkeeping Configurations

Bookkeeping section's configurations are grouped as follows as shown in **Figure 11**.

- Purchase Note
- Sales Note
- Customer Return Note
- Supplier Return Note
- Receive Payment
- Make Payment

The screenshot shows the 'System Configurations' interface with a green header. The 'Bookkeeping' tab is selected, and within it, the 'Purchase Note' sub-tab is active. The configuration area has a light green background. At the top, there is a checkbox labeled 'Auto Increment Purchase Note Reference Number' which is checked. Below this, there are input fields for 'Reference No Code' (containing 'PN'), a separator (containing '-'), and 'Reference No Start Number' (containing '1'). A horizontal line separates this from the next section. The next section is titled 'Select purchase note prime entry book/s for account transactions for purchasing products'. It contains a label 'Accounts Prime Entry Book' followed by a dropdown menu showing '-- Select --'. Below this is a green button with a trash icon and the text 'Delete'. The text 'Finish Good Purchase Note - Purchase Products' is displayed in orange. The following section is titled 'Select purchase note prime entry book/s for account transactions for products free issues'. It also contains a label 'Accounts Prime Entry Book' followed by a dropdown menu showing '-- Select --', a green 'Delete' button, and the text 'Finish Good Purchase Note - Receive Free Issues' in orange. At the bottom left of the configuration area is a green 'Save' button with a floppy disk icon.

Figure 11



Purchase Note

In Purchase Note Configurations, you can specify the Purchase Note Reference Number auto increment details as shown in **Figure 11**.

- 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 11** 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 11**.

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 12**.

- 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 12** 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 12**.

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

☒ Auto Increment Sales Note Reference Number

Reference No Code

SN

-

Reference No Start Number

1

Sales Profit Margin (%)

5.00

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

Accounts Prime Entry Book

-- Select --

Finish Good Sales Note - Sales Entry

Delete

Select sale 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 12

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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 13**.

- 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 13** 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 13**.

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

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**

Chart of Account to Credit Profit Margin Portion

Revenue - General

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 with Profit Margin

Delete

Save

Figure 13



Supplier Return Note

In Supplier Return Note Configurations, you can specify the Supplier Return Note Reference Number auto increment details as shown in **Figure 14**.

- 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 14** 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 14**.

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

☒ Auto Increment Supplier Return Note Reference Number

Reference No Code

SR

-

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 14



Receive Payment

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

- 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 15** 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 15**.

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

☒ Auto Increment Receive Payment Reference Number

Reference No Code

RP

-

Reference No Start Number

1

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

Save

Figure 15

Make Payment

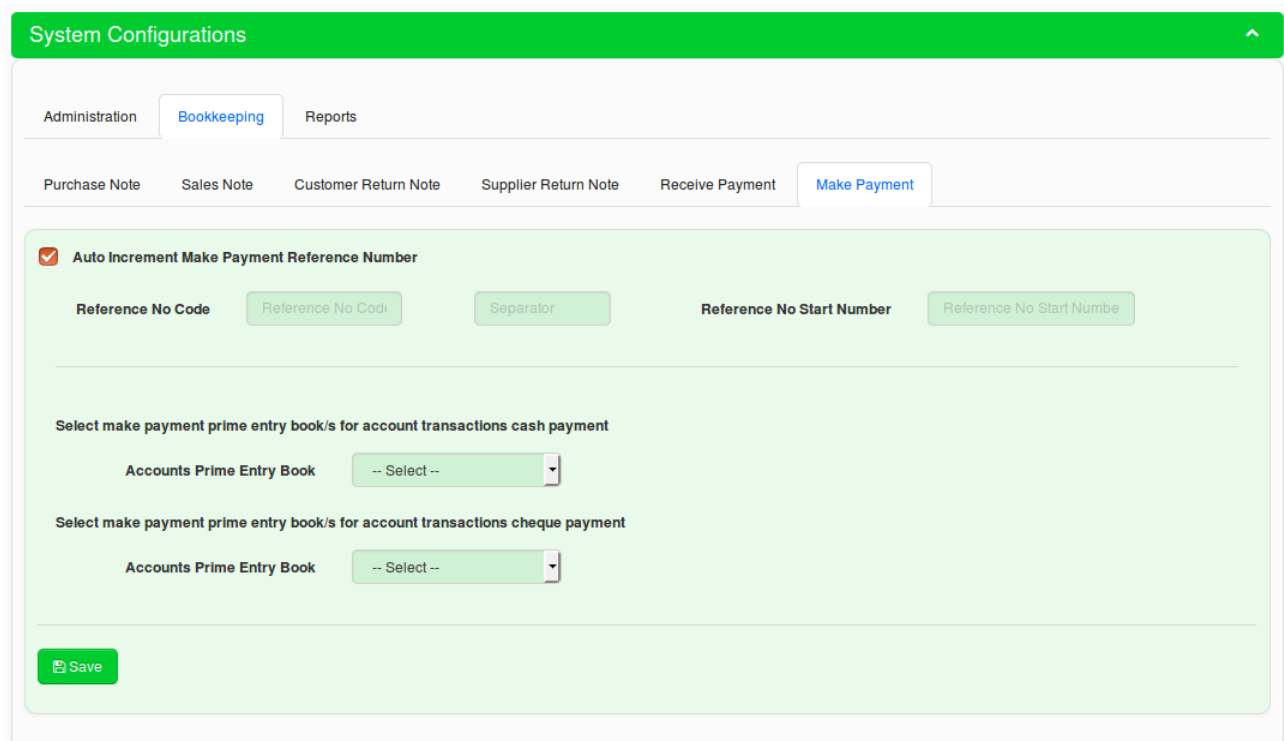
In Make Payment Configurations, you can specify the Make Payment Reference Number auto increment details as shown in **Figure 16**.

- 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 16** 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 16**. 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.



The screenshot shows the 'System Configurations' window with the 'Bookkeeping' tab selected. Under the 'Make Payment' sub-tab, the 'Auto Increment Make Payment Reference Number' checkbox is checked. Below this, there are three input fields: 'Reference No Code', 'Reference No Separator', and 'Reference No Start Number'. Further down, there are two dropdown menus for 'Accounts Prime Entry Book', one for 'cash payment' and one for 'cheque payment'. A 'Save' button is located at the bottom left of the configuration area.

Figure 16



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 17**.

- Users can specify the order of displaying account categories on the trial balance as shown in **Figure 17**.

System Configurations

Administration Reports

Trial Balance 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

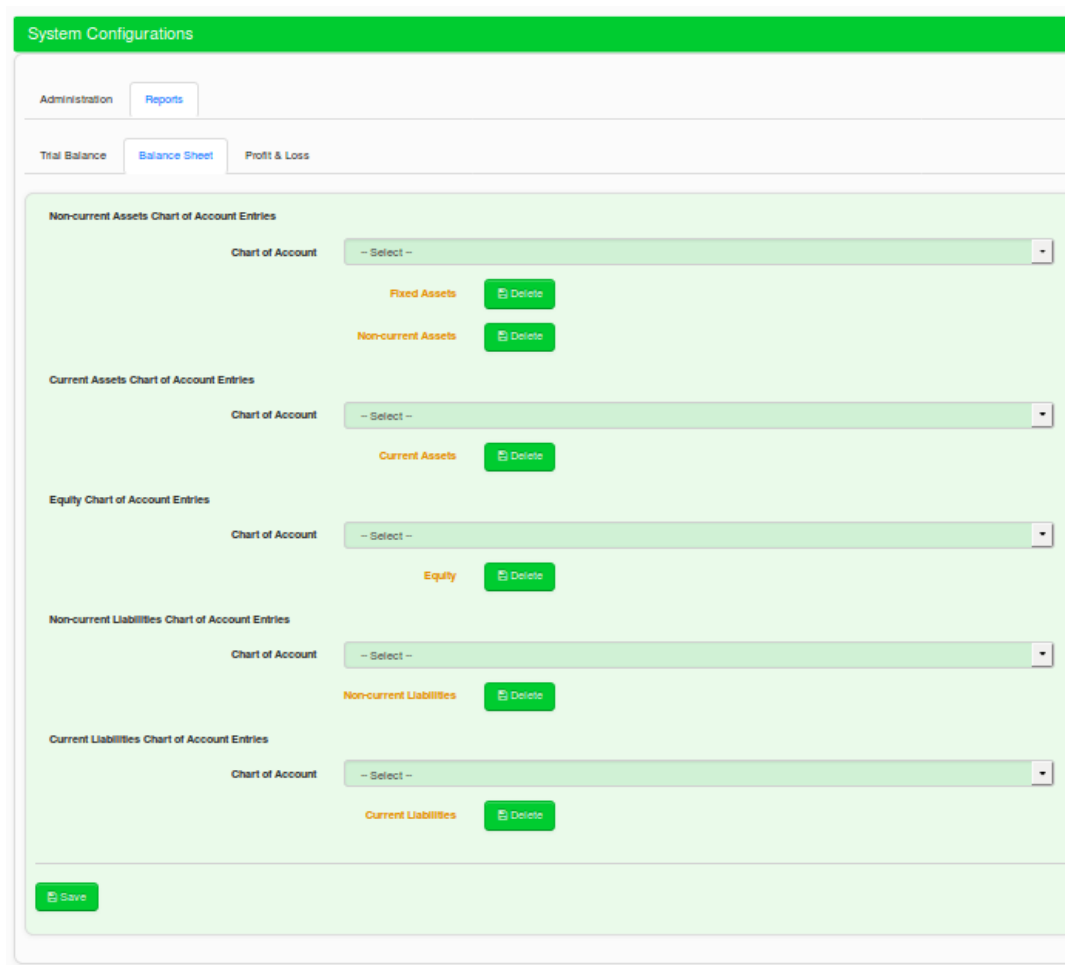
Figure 17

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 18**.

- Users can specify the main chart of account entry points for balance sheet report generation on this tab as shown in **Figure 18**.

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 20**, if a user try to select a sub chart of account.



The screenshot displays the 'System Configurations' window with the 'Reports' tab selected. Under 'Reports', the 'Balance Sheet' sub-tab is active. The configuration area is divided into six sections, each with a 'Chart of Account' dropdown and a 'Delete' button:

- Non-current Assets Chart of Account Entries:** The dropdown is set to '- Select -'. Below it, 'Fixed Assets' and 'Non-current Assets' are listed with their respective 'Delete' buttons.
- Current Assets Chart of Account Entries:** The dropdown is set to '- Select -'. Below it, 'Current Assets' is listed with its 'Delete' button.
- Equity Chart of Account Entries:** The dropdown is set to '- Select -'. Below it, 'Equity' is listed with its 'Delete' button.
- Non-current Liabilities Chart of Account Entries:** The dropdown is set to '- Select -'. Below it, 'Non-current Liabilities' is listed with its 'Delete' button.
- Current Liabilities Chart of Account Entries:** The dropdown is set to '- Select -'. Below it, 'Current Liabilities' is listed with its 'Delete' button.

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

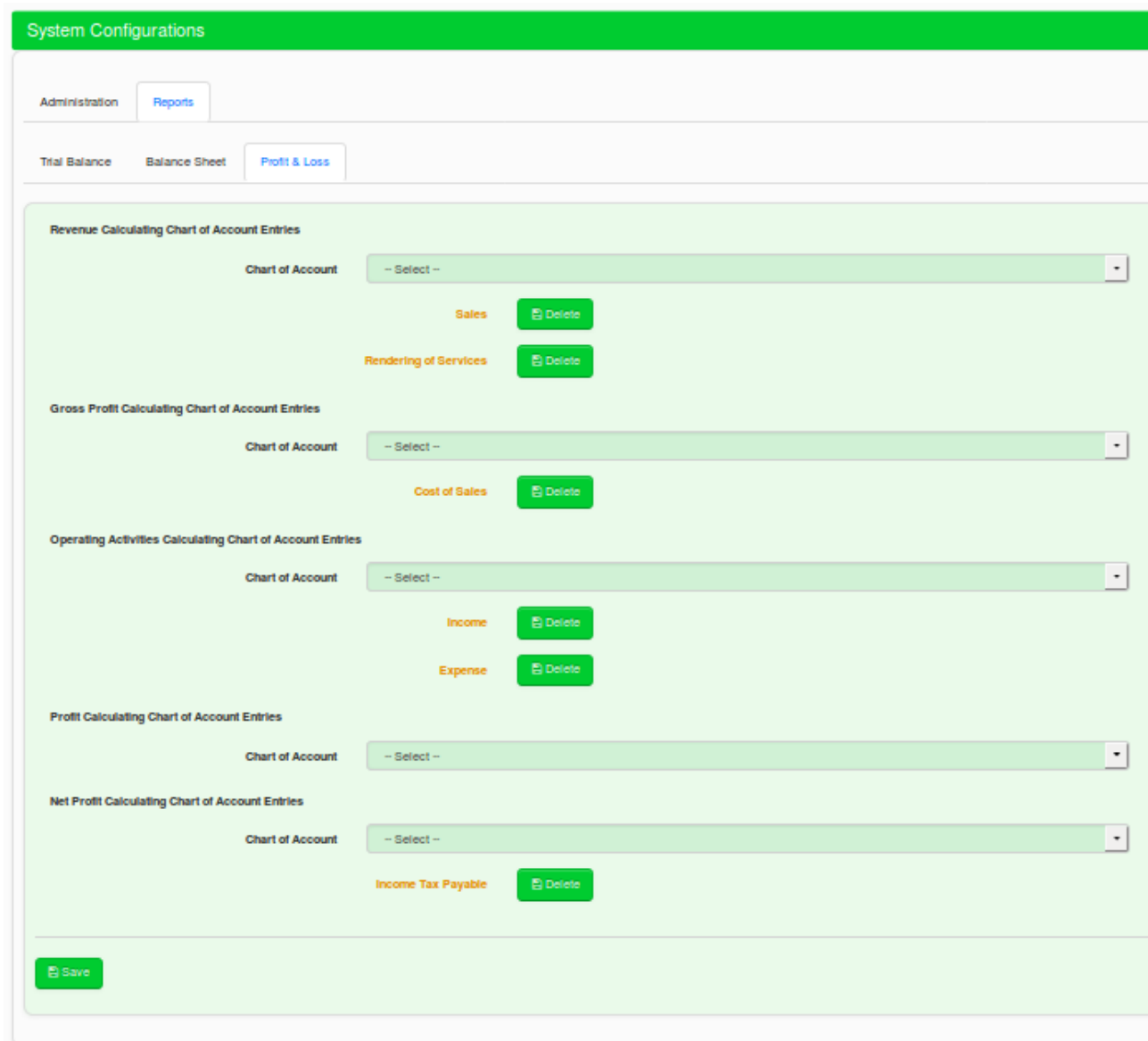
Figure 18

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 19**.

- Users can select the chart of account entry points as shown in **Figure 19**, 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 20**, if a user try to select a sub chart of account.



The screenshot displays the 'System Configurations' window with the 'Reports' tab selected. Under the 'Reports' tab, the 'Profit & Loss' sub-tab is active. The configuration area is divided into several sections, each with a 'Chart of Account' dropdown menu and a 'Delete' button. The sections are:

- Revenue Calculating Chart of Account Entries:** Includes 'Sales' and 'Rendering of Services'.
- Gross Profit Calculating Chart of Account Entries:** Includes 'Cost of Sales'.
- Operating Activities Calculating Chart of Account Entries:** Includes 'Income' and 'Expense'.
- Profit Calculating Chart of Account Entries:** Includes 'Income Tax Payable'.
- Net Profit Calculating Chart of Account Entries:** Includes 'Income Tax Payable'.

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

Figure 19

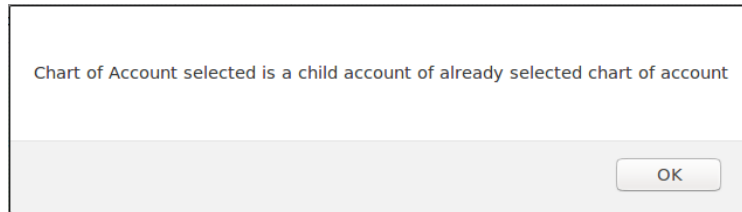


Figure 20