

FAMILY ACCOUNTING

Aquarius v1.0

FINANCE
ACCOUNTING



- ▶ **Daily record entry**

- ▶ Reports
- ▶ Family-Accounting Settings
- ▶ Advanced functionality

OUTLINES



FINANCE
ACCOUNTING



3G 1:26

Outgoing

Date: 2012/10/13

Amount: 0.00

Vendor: Other Vendor

Outgoing Account: Cash

Cost Account: Clothing

Business Area: Daily Life

Entry description

3G 1:18

Home

2012 October 258.00

Entries

Customizing Entries

Finance Record Entries

← Outgoing Record Entry

→ Incoming Record Entry

↻ Internal Transfer Entry

Clothing

■ Clothing ■ Dinner ■ Traffic



OPEN BASIC RECORD ENTRY

FINANCE
ACCOUNTING



3G 1:26

 **Outgoing** 

Date:	2012/10/13
Amount:	<input type="text" value="0.00"/>
Vendor:	Other Vendor
Outgoing Account:	Cash
Cost Account:	Clothing
Business Area:	Daily Life
Entry description	

- ▶ Date: date when financial event happens;
- ▶ Amount: financial amount;
- ▶ Vendor: vendor involved. For example, if you have the dinner at restaurant ABC, you can enter restaurant ABC here. However, before entering, you must add vendor master data;
- ▶ Outgoing account: account to pay the money;
- ▶ Cost account: account that the outgoing item belongs to;
- ▶ Business Area: purpose of the outgoing;
- ▶ Description: other information of the outgoing.

OUTGOING ENTRY

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3G 3:14

 **Outgoing** 

Date: 2012/10/12

Amount:

Vendor: ABC restaurant

Outgoing Account: Credit Card

Cost Account: Dinner

Business Area: Freinds

- ▶ You had a dinner at **ABC restaurant** on **Oct 12th 2012** with **friends**. You paid **169** for that with **credit card**.

OUTGOING EXAMPLE

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3G 3:03

Incoming

Date: 2012/10/13

Amount: 0.00

Customer: Other Customer

Incoming Account: Cash

Profit Account: Salary

Entry description

- ▶ Date: date when financial event happens;
- ▶ Amount: financial amount;
- ▶ Customer: customer involved. For example, if you get salary from company DEF, you can enter company DEF here. However, before entering, you must add customer master data;
- ▶ Incoming account: account to store the money;
- ▶ Profit account: account that the incoming item belongs to;
- ▶ Description: other information of the incoming.

INCOMING ENTRY

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3G 3:38

 **Incoming** 

Date: 2012/10/12

Amount:

Customer: DEF Company

Incoming Account: Bank Account

Profit Account: Salary

- ▶ You got **1000** from **DEF company** on **Oct 12th 2012** as **salary**.

INCOMING EXAMPLE

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3G 3:45

Internal

Date: 2012/10/13

Amount: 0.00

Source Account: Cash

Destination Account: Cash

Entry description



- ▶ Date: date when financial event happens;
- ▶ Amount: financial amount;
- ▶ Source account: account where money transfers from;
- ▶ Destination account: account where money transfers to;
- ▶ Description: other information of the incoming.

INTERNAL TRANSFER ENTRY

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3G 3:58

 **Internal** 

Date: 2012/10/14

Amount:

Source Account: Bank Account

Destination Account: Cash

Get money from bank

- ▶ You got **500** from **bank** on **Oct 14th 2012**.

INTERNAL TRANSFER EXAMPLE

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ACCOUNTING



3G 3:14

 **Outgoing** 

Date: 2012/10/12

Amount: 169

Vendor: ABC restaurant

Outgoing Account: Credit Card



Cost Account: Dinner

Business Area: Freinds

ABC restaurant with friend




3G 3:22

 **Outgoing** 

Date: 2012/10/12

Amount: 169

 **Document saved**

Save successfully. Document 1000000004_2012_10 has been generated.

OK

ABC restaurant with friend

- ▶ Click 'SAVE' button to save the record and a notification dialog will pop-up.

ENTRY SAVING

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- ▶ The application supports the functionality to create entry templates. Then outgoing entry, incoming entry or internal transfer entry can be created with an entry template.
- ▶ For example, you go to work every work days. So you will create outgoing entry with same vendor, outgoing account, cost account and business area, description and even amount.
- ▶ With entry templates, you can create template for “Traffic cost on work”. And every day, you only need to open the template and save, which is only two steps.

FAST ENTRY

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3G 4:56

Outgoing

Date: 2012/10/13

Amount: 10

i Template saved

Template Traffic cost on work saved with ID1

OK

Area:

Traffic cost on work



3G 4:45

Outgoing

Date: 2012/10/13

Amount: 10

Vendor: Other Vendor

Outgoing Account: Cash

Cost Account: Traffic

Business Area: Work

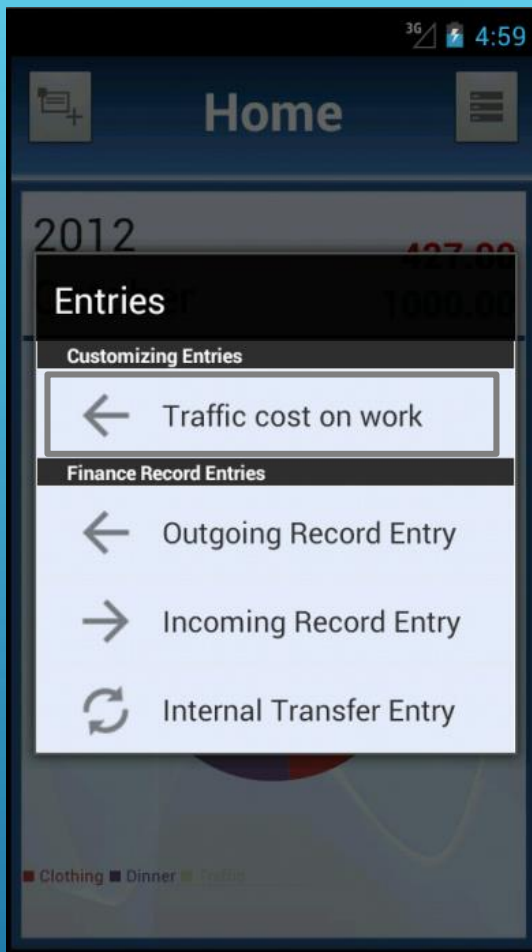
Traffic cost on work

- ▶ For example, if you would enter "Traffic cost on work" record every, you can create template. You can set vendor as "Other vendor", outgoing account as "Cash", cost account as "Traffic" and business area as "Work". Description is mandatory for template creation, which will be the name of template. Amount is option, you can leave it empty.
- ▶ Click button to create template.

CREATE NEW TEMPLATE

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Date:	2012/10/13
Amount:	10.00
Vendor:	Other Vendor
Outgoing Account:	Cash
Cost Account:	Traffic
Business Area:	Work
Traffic cost on work	

- ▶ Click the template to create entry with template. Then enter the record as normal entry.

ENTER WITH TEMPLATE

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3G 9:54

✓ Check Balance ↻

Cost Account: Clothing

Cash on hand 500.00

Cash 500.00

Enter currency amount

0.00

OK Cancel

Long liabilities 0.00

- ▶ **Why use balance check?**

In ideal situation, the balance of account recorded in system should exactly equal to that in real world. In fact, it is not the truth. It is probably to forget to record some financial event or loss some money. So balance check is very important to keep the amount match from system to real world.

- ▶ **How to use balance check?**

Click home->menu->check accounts balance

In “Check Balance” screen, click accounts to enter the current balances if they are different.

Select a cost account.

Click check to save.

CHECK BALANCE

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- ▶ Ledgers are isolated by month, which can contain the financial event. Open ledger is a special ledger where financial event can be created and modified. All data in closed ledger is solid. And **only one** open ledger in the system at a time.
- ▶ In the end of a month, user should check the balance and etc., then close the month ledger. System will close current month ledger to solidify the data and create a new ledger for next month.

CLOSE LEDGER

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- Daily record entry

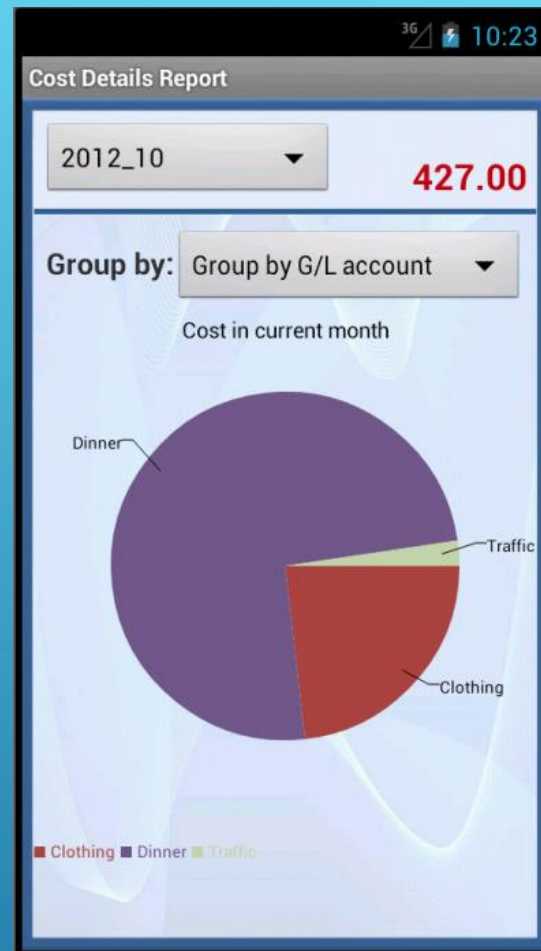
- **Reports**

- Family-Accounting Settings
- Advanced functionality

OUTLINES

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3G 10:24

Cost Details Report

2012_10 **427.00**

Outgoing Details

Loss	0.00
Clothing	99.00
Make-up	0.00
Dinner	318.00
House Expense	0.00
Telecommunication	0.00
Electronic Equipment	0.00
Grant	0.00
Traffic	10.00

Legend: ■ Clothing ■ Dinner ■ Traffic

OUTGOING DETAILS REPORT

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3G 10:30

Liquidity

☐ Only cash and bank account

Balance: 573.00

Cash on hand	500.00
Cash	500.00
Bank account	500.00
Bank Account	500.00
Prepaid	-10.00
Traffic Card	-10.00
Fixed assets	0.00
House	0.00
Car	0.00
Investment	0.00
Deposit	0.00
Short liabilities	-417.00
Credit Card	-417.00

3G 10:30

Liquidity

☒ Only cash and bank account

Balance: 583.00

Cash on hand	500.00
Cash	500.00
Bank account	500.00
Bank Account	500.00
Short liabilities	-417.00
Credit Card	-417.00

LIQUIDITY REPORT

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3G 10:32

Documents

Month: 2012_10

2012-10-14	0.00
2012-10-13	258.00

Traffic on work

Amount: 10.00

Outgoing Account: Traffic Card

Vendor: Other Vendor

Cost Account: Traffic

Posting Date: 2012/10/13

Dinner at ABC restaurant

Amount: 149.00

Outgoing Account: Credit Card

Vendor: Other Vendor

Cost Account: Dinner

Posting Date: 2012/10/13

T-shirts

Amount: 99.00

Outgoing Account: Credit Card

Vendor: Other Vendor

ALL DOCUMENTS

FINANCE ACCOUNTING



- ▶ Daily record entry

- ▶ Reports

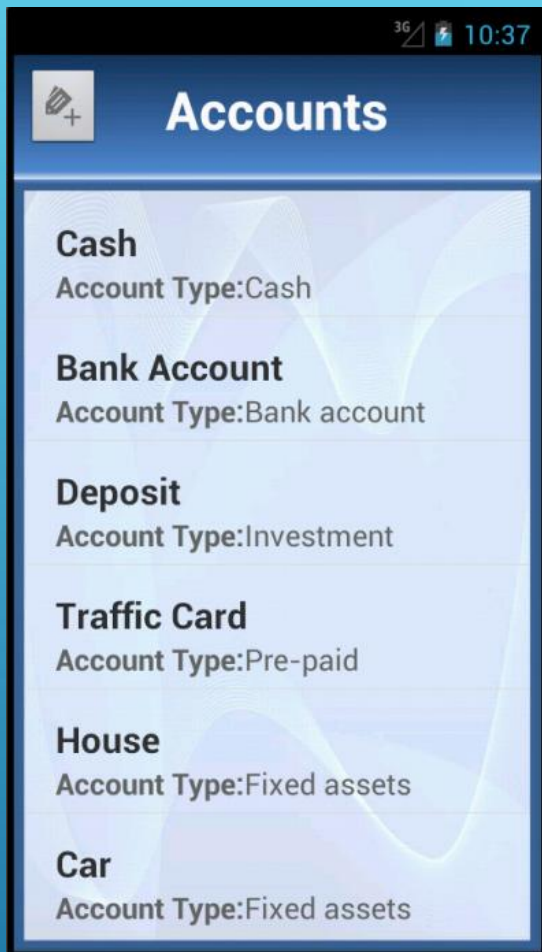
- ▶ **Family-Accounting Settings**

- ▶ Advanced functionality

OUTLINES

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Account Type

- ▶ Cash: cash on hands
- ▶ Bank account: bank saving accounts...
- ▶ Investment: deposit, stock investment...
- ▶ Pre-paid: traffic card...
- ▶ Fixed asset: electronic equipment, car, house...
- ▶ Short liabilities: credit card...

ACCOUNTS SETTING

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- ▶ Cost accounts setting;
- ▶ Revenue accounts Setting;
- ▶ Vendor Setting;
- ▶ Customer Setting;
- ▶ Area Setting: priority is the critical level of the area.

SETTINGS

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- Daily record entry
- Reports
- Family-Accounting Settings
- **Advanced functionality**

OUTLINES

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