



Stops accounting errors at inception.....Eliminates compliance oversights

CLOUD BASED | PRE-DEFINED (CUSTOMIZABLE) WORKFLOWS | EASY TO SET UP AND USE | REAL TIME ACTIONABLE BUSINESS INTELLIGENCE | MULTI-LANGUAGE

Set Up Guide

DID YOU KNOW !

IDOS can even be used for creating 'Procurement requests' by anyone in your organization.



Organization Branch Chart Of Accounts Project Vendor Customer Users Budget Tax



Please read the content in the "eye" icon next to many labels in IDOS. We are creating beautiful video illustrations and help menus'. In the meantime, you can get usage information by bringing the cursor on the "eye" icon. Next to "eye" icon will be a "+" icon in many labels, here you can add as many fields as required in your own language and state whatever you may need to track.

Organization set up : Capture your organization details and all other information to create an identity for your business and also to make this information easily accessible to authorized users.

TRIVIA : YOU CAN ALSO ASSIGN SOMEONE ELSE TO SET UP IDOS FOR YOU

Branch set up : Make Head office as a branch, create as many separate branches. Each branch will give you a separate MIS. Fill up Operational Details and Renewal reminders. People under 'Branch Officers' can be configured for who can be 'alerted for action and information'. Taxes on income (as many) on separate products applicable for each branch can be defined.

TRIVIA : TO TRACK A SPECIFIC PROJECT AS A COST CENTRE WITHIN A BRANCH, CREATE AS MANY PROJECTS IN THE "PROJECT" TAB. YOU CAN ASSIGN SEPARATE RULES FOR SEPARATE PROJECTS UNDER THE SAME BRANCH

INCOMES	SALE OF X ITEM	ITEM 1	
INCOMES	SALE OF X ITEM	ITEM 2	
EXPENSES	TRAVELLING	TOUR EXP	AIR
EXPENSES	TRAVELLING	TOUR EXP	OTHERS
EXPENSES	COMMUNICATION	VPN	
EXPENSES	MOBILE EXP		
EXPENSES	INSURANCE	STAFF	BRANCH 1
EXPENSES	INSURANCE	STAFF	BRANCH 2
EXPENSES	INSURANCE	OFFICE	
ASSETS	FIXED ASSETS	VEHICLES	MERCEDES
ASSETS	MACHINERY		
LIABILITIES	LONG TERM LOANS	CITIBANK	

Chart Of Accounts set up : Best method is to upload an 'excel' having your chart of accounts (.xlsx, windows 2003 and above, do not put column headings on the first row, delete extra worksheets in the file). IDOS allows you to create as many sub-accounts and as many sub-sub accounts (no limit, keep adding columns). Please repeat account/sub-account head name on each row under which you may want different sub (sub) account.

*TRIVIA : UPLOAD EXISTING DEBTORS AND CREDITORS THROUGH 'VENDOR' AND 'CUSTOMER' TABS
FIRST COLUMN HAS TO BE 'INCOMES/EXPENSES/ASSETS/LIABILITIES'*

You can start using IDOS only after completing initial setup. Select tabs on this bar to input information in simple English language. You can subsequently edit/revise the setup information as many times for it to apply on a real-time basis. All labels in IDOS are optional, you may fill in/upload or wish to leave it or fill in later.

Mapping rules for every item in Chart Of Accounts : Click on an account head. Configure what users can/can not do. Control what a person can/can not process. Create monetary limits for every user with respect to one or more transactions. In addition to internal controls built into the system, enhance controls by displaying as many "standing instructions" for each account through the

"Knowledge Library". IDOS provides the flexibility to define separate instructions account head wise and branch/project wise and make them either mandatory or for guidance.

<input type="checkbox"/>	SELL ON CASH AND COLLECT PAYMENT NOW
<input type="checkbox"/>	SELL ON CREDIT AND COLLECT PAYMENT LATER
<input checked="" type="checkbox"/>	BUY ON CASH AND PAY RIGHT AWAY
<input type="checkbox"/>	BUY ON CREDIT AND PAY LATER
<input type="checkbox"/>	RECEIVE PAYMENT FROM CUSTOMER
<input checked="" type="checkbox"/>	RECEIVE ADVANCE FROM CUSTOMER
<input type="checkbox"/>	RECEIVE ADVANCE FROM NEW CUSTOMER
<input checked="" type="checkbox"/>	PAY VENDOR/SUPPLIER
<input checked="" type="checkbox"/>	PAY ADVANCE TO VENDOR/SUPPLIER
<input type="checkbox"/>	SALES RETURNS
<input type="checkbox"/>	PURCHASE RETURNS

Vendor and Customer set up : Upload relevant Creditors (Vendor) and Debtors (Customers) as an 'excel' in the format below (.xlsx, windows 2003 and above, first row no column headings, delete extra worksheets in the file).

Column 1 : Name of Vendor/Customer	Column 2 : Location of Vendor/Customer	Column 3 : E-Mail ID of Vendor/Customer	Column 4 : 10 digit contact number	Column 5 : Address (all in a single cell)
1-10000 T.Shirts	San Antonio	tswgix@yahoo.com	2210423333	647 W. Old highway 90

Users set up : Add as many names for people to use IDOS. Choose one or multiple roles for anyone and edit them at any time. Control where, for which item and for what value can someone operate IDOS.

TRIVIA : PERSON CHOSEN FOR PROCUREMENT ROLE NEEDS TO ONLY SPECIFY ITEM AND QUANTITY

Master Admin

Creator

Approver

Accountant / Auditor

Controller

Branch Admin

Microsoft Ventures

IDOS is a Microsoft Accelerator Company

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