

GENERAL CONFIGURATION

The General Configuration Settings contains the Account Title (Chart of Accounts) **Defaults** to be used in various Accounting Modules. These accounts are crucial in the Accounting System so we suggest that you set up with great caution. Always Click the **Save Button** for Every *Menu Tab* to save configuration changes for every category.

SUPPLIER INTEGRATION ACCOUNT

Supplier	Customer	Inventory	Other Accounts	Adjustments	Item Transfer	Accounting Period
⚙ Supplier Integration Account						
* Input Tax Account :		Tax <small>Input Tax is generally apply to the purchases of goods and services.</small>				
* Payable to Supplier :		Account Payable - Trade Supplier <small>Account that is used to represent the amount owes by the company.</small>				
* Discount from Supplier :		Discounts <small>Please select Discount Account.</small>				
* Payment to Supplier :		Cash in Bank - GRB <small>Please select the account where payment to supplier will be credited.</small>				
* Withholding Tax Account :		Withholding Tax Payable <small>Please select the account where supplier withholding tax will be credited.</small>				
Save Supplier Configuration Changes						

Accounts **Set** for *Input Tax Account*, *Payable to Supplier* in the **Supplier Integration Account** are used in *reviewing* and *posting* of Purchase Invoices in the Purchase Journal Module (*Figure 2*). **Debit** for the *Input Tax Account*, **Credit** for *Payable to Supplier*. *Payable to Supplier Account* is also used in the **Computation of Outstanding Payables** for the *Record Payment Module* in the Purchases Modules, and *Aging of Payable Report*.

Figure 2

Purchase Journal (Pending)

Invoice #	Vendor	Terms	Delivered	Remarks
P-INV-20190801-21	Digivorx Computer & Office Solutions, Inc.		08/01/2019	

⚙ Account Payable Journal

* Txn # : TXIN-MMDDYYYY-XXX
* Date : 08/01/2019
* Supplier : Digivorx Computer & Office Solutions, Inc.
* Branch : Admin

⚙ Journal Entries

Account	Memo	Dr	Cr	Action
Purchases		3,669.64	0.00	+ -
Tax		440.36	0.00	+ -
Account Payable - Trade Supplier		0.00	4,110.00	+ -
Total		4,110.00	4,110.00	

Accounts **Set** for *Payment to Supplier*, *Withholding Tax Account* in the **Supplier Integration Account** are used in *reviewing* and *posting* of Payments in the Cash Disbursement Journal Module (*Figure 3*). *Withholding Tax Account* is used when **Applying 2307 Form** in Cash Disbursement Journal. **Credit** for both *Payment to Supplier*, and *Withholding Tax Account*.

Figure 3

Receipt #	Supplier	Remarks	Payment	Notice	Amount
REC#-090971	Supplier Name	Partial Payment	07/25/2019		112,000.00

Review Journal
Payment

Txn # * :

TXN-YYYYMMDD-XXX

Date * :

07/25/2019

☒ Apply 2307 Form

ATC : </> WC 160

Remarks :
EWT- Income payments made by top 10,000 private corporations to their local/resident supplier of services

Method of Payment * :
Check

OR # * :
</> REC#-09097

Amount * :
112,000.00

Check Date :
07/23/2019

Check # :
000012312

Journal Entries

Remarks :
Partial Payment

☒ FINALIZE AND POST THIS JOURNAL

CUSTOMER INTEGRATION ACCOUNT

Supplier	Customer	Inventory	Other Accounts	Adjustments	Item Transfer	Accounting Period
<h3>Customer Integration Account</h3>						
* Output Tax Account :		Tax <small>Output tax is the amount charge on your own sales if you are registered as Vatted.</small>				
* Receivable from Customer :		Account Receivable <small>Account that represents the amount of goods and services credited by customer.</small>				
* Discount to Customer :		Discounts <small>Please select Discount Account.</small>				
* Collection Account :		Cash on Hand <small>Please select the account where payment of customer will be posted.</small>				
Save Customer Configuration Changes						

Accounts **Set** for *Output Tax Account*, *Receivable from Customer*, *Discount to Customer (if any)* in the **Customer Integration Account** are used in *reviewing and posting* of Sales Invoices in the Sales Journal Module (*Figure 5*), and Cash Invoice in the Cash Receipt Journal Module (*Figure 6*). **Debit** for *Receivable from Customer*, *Discount*, and *Collection Account*. **Credit** for *Output Tax Account*.

Figure 5

SAL-INV-20190322-11		Customer Name	03/22/2019	8,675.00	Accounts Receivable Sale
Review Journal Transaction					
<h3>Sales Journal</h3>					
* Txn # :	TXN-MMDDYYYY-XXX				
* Date :	03/22/2019				
* Customer :	Customer Name x v				
* Department :	Accounting x v				
<h3>Journal Entries</h3>					
Account	Memo	Dr	Cr	Action	
Account Receivable		8,675.00	0.00	+	x
Sales		0.00	7,745.54	+	x
Tax		0.00	929.46	+	x
Total		8,675.00	8,675.00		
Remarks : <div></div>					
FINALIZE AND POST THIS JOURNAL				Close Notes/Remarks CLOSE	

Figure 6

CI-INV-20190729-6

Customer Name

07/29/2019

Cash Sales

Review Journal

Payment

Txn # * :

TXN-YYYYMMDD-XXX

Customer * :

Customer Name

Branch * :

Admin

Date * :

07/29/2019

Method of Payment * :

Cash

Check Date :

Check # :

Journal Entries

Account	Memo	Dr	Cr	Action
Cash on Hand		6,050.00	0.00	<div><div>+</div><div>✖</div></div>
Sales		0.00	5,401.79	<div><div>+</div><div>✖</div></div>
Tax		0.00	648.21	<div><div>+</div><div>✖</div></div>
Total		6,050.00	6,050.00	

Remarks :

Cash Sales

FINALIZE AND POST THIS JOURNAL

Close Notes/Remarks

CLOSE

INVENTORY INTEGRATION ACCOUNT

Figure 7

Supplier	Customer	Inventory	Other Accounts	Adjustments	Item Transfer	Accounting Period
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Inventory

* Sales Invoice Integration :

Enable

Please select if Sales Invoices will be included in the Inventory computation.

* Cash Invoice Integration :

Enable

Please select if Cash Invoices will be included in the Inventory computation.

* Warehouse Dispatching Invoice Integration :

Disable

Please select if Dispatching Invoices will be included in the Inventory computation.

Save Inventory Configuration Changes

These settings will determine which modules are included in the computation of the **Inventory** (Figure 7).

OTHER ACCOUNTS SETTINGS

Figure 8

Supplier	Customer	Inventory	Other Accounts	Adjustments	Item Transfer	Accounting Period
<h3>⚙ Retained Earnings Account</h3> <p>* Retained Earnings : <input type="text" value="Retained Earnings"/></p> <p>Please select the account where net income will be forwarded.</p>						
<h3>⚙ Petty Cash Account</h3> <p>* Petty Cash : <input type="text" value="Petty Cash Fund"/></p> <p>Please select the account where petty cash will be forwarded.</p>						
<h3>⚙ Depreciation Expense Account</h3> <div> <p>* Debit Account : <input type="text" value="Depreciation Expense - Furniture and Fixture"/></p> <p>Account that represents the Debit Entry of the Depreciation Expense</p> <p>* Credit Account : <input type="text" value="Accumulative Depreciation"/></p> <p>Account that represents the Credit Entry of the Depreciation Expense</p> </div>						
<input type="button" value="Save Changes"/>						

Accounts **Set** (Figure 8) for **Petty Cash Account** will be used in the computation of balances for the Petty Cash Module. **Depreciation Expense Account** are used in reviewing and posting of **Depreciation Expense** from the Fixed Asset Module (Figure 9).

Figure 9

August		2019	2916.5800	For Review	
<h3>🔍 Review Journal</h3>					
<h3>⚙ General Journal</h3>					
* Txn # :	<input type="text" value="TXN-YYYYMMDD-XXX"/>		* Date :	<input type="text" value="08/06/2019"/>	
* Particular :	<input type="text" value="Owners"/>				
* Department :	<input type="text" value="Admin"/>				
<h3>⚙ Journal Entries</h3>					
Account	Memo	Dr	Cr	Action	
<input type="text" value="Depreciation Expense - Furniture and Fixture"/>		<input type="text" value="2,916.58"/>	<input type="text" value="0.00"/>	<input type="button" value="+"/>	<input type="button" value="X"/>
<input type="text" value="Accumulative Depreciation"/>		<input type="text" value="0.00"/>	<input type="text" value="2,916.58"/>	<input type="button" value="+"/>	<input type="button" value="X"/>
Total		2,916.58	2,916.58		
<p>Remarks :</p> <input type="text"/>					
<input type="button" value="FINALIZE THIS JOURNAL"/>					

ADJUSTMENT ACCOUNT INTEGRATION

Figure 10

Supplier Customer Inventory Other Accounts **Adjustments** Item Transfer Accounting Period

⚙️ Adjustment Details

* Adjustment Supplier : N/A
Please Choose a default Supplier for Adjusting Inventory.

* Debit Account : Expenses
Please Choose Debit Account for the Adjustment OUT of Inventory

* Credit Account : Cash on Hand
Please Choose Credit Account for the Adjustment IN of Inventory

Save Adjustments Configuration Changes

Account **Set** (Figure 10) for *Debit Account* is used for reviewing and posting of Adjustment OUT from the General Journal Module (Figure 11), while account **Set** for *Credit Account* is used for reviewing and posting of Adjustment IN from the General Journal Module (Figure 12).

Figure 11

Review General Journal (Adjustments)

Adjustment Code	Adjustment Type	Date Adjusted	Remarks	Department
ADJ-20190801-2	OUT	08/01/2019	Return of Defect Items	Purchasing

⚙️ General Journal

* Txn # : TXN-MMDDYY-XXX

* Date : 08/01/2019

* Supplier : N/A

* Branch : Purchasing

⚙️ Journal Entries

Account	Memo	Dr	Cr	Action
Expenses		300.00	0.00	+ -
Purchases Expense - Raw Materials		0.00	300.00	+ -
Total		300.00	300.00	

Figure 12

Review General Journal (Adjustments)

Adjustment Code	Adjustment Type	Date Adjusted	Remarks	Department
ADJ-20190801-1	IN	08/01/2019	Purchase of Uniform and Office Laptops	Admin

Review Journal
Transaction

General Journal

* Txn # :

TXN-MMDDYY-XXX

* Date :

08/01/2019

* Supplier :

N/A

* Branch :

Admin

Journal Entries

Account	Memo	Dr	Cr	Action
Purchases Expense - Raw Materials		1,276,357.14	0.00	<input style="width: 20px; height: 20px;" type="button" value="+"/> <input style="width: 20px; height: 20px;" type="button" value="x"/>
Purchases		350,000.00	0.00	<input style="width: 20px; height: 20px;" type="button" value="+"/> <input style="width: 20px; height: 20px;" type="button" value="x"/>
Cash on Hand		0.00	1,626,357.14	<input style="width: 20px; height: 20px;" type="button" value="+"/> <input style="width: 20px; height: 20px;" type="button" value="x"/>
Total		1,626,357.14	1,626,357.14	

Item Transfer Account Integration

Figure 13

Supplier Customer Inventory Other Accounts Adjustments **Item Transfer** Accounting Period

Item Transfer

* Issuance Supplier : N/A
Please Choose a default Supplier for Inventory Transfer Items

* Inventory Account : Work In Process Inventory
Please Choose Account for Inventory Transfer Items

Save Item Transfer Configuration Changes

Account **Set** (Figure 13) for Inventory Account, and Issuance Supplier are used for reviewing and posting of Item Transfer Issuances from the General Journal Module (Figure 14).

Figure 14

Review General Journal (Item Transfer)

Transfer # Transfer Type Department Date Issued Terms Remarks

TRN-20190306-3 From Purchasing 2019-03-06 12 Transfer Items to Accounting Department

Review Journal Transaction

General Journal

* Txn # : TXN-MMDDYYYY-XXX

* Date : 03/06/2019

* Supplier : N/A

* Branch : Purchasing

Journal Entries

Account	Memo	Dr	Cr	Action
Work In Process Inventory		300.00	0.00	+ -
Purchases Expense - Raw Materials		0.00	300.00	+ -
Total		300.00	300.00	

Accounting Period

An **Accounting Period** is an established range of time during which accounting functions are performed, aggregated, and analyzed including a calendar year or fiscal year. The accounting period is useful in investing because potential shareholders analyze a company's performance through its financial statements that are based on a fixed accounting period. Listed in *Figure 15* are the *Closed* Accounting Periods. To close an Accounting Period, click the **Close Accounting Period Button**.

Figure 15

The screenshot shows a web application interface with a top navigation bar containing tabs: Supplier, Customer, Inventory, Other Accounts, Adjustments, Item Transfer, and Accounting Period. The 'Accounting Period' tab is selected and highlighted with a blue border. Below the navigation bar, on the left, is a button labeled '≡ Close Accounting Period' with a blue border. To the right of this button is an empty text input field. Below these elements is a table with the following headers: 'Accounting Period', 'Date/Time Closed', 'Closed by', and 'Remarks'. The table body contains a single row with the text 'No data available in table'. Below the table, it says 'Showing 0 to 0 of 0 entries'. At the bottom right of the table area are two buttons: '< Previous' and 'Next >'. The entire interface is set against a light gray background.

Fill the Form by selecting the last day (DATE), and Remarks of the Accounting Period. Then confirm by clicking the Close Accounting Period (*Figure 16*). After Closing, all transactions from the closed accounting period will be locked, and users will not be able to **Add** or **Cancel** Journal Transactions.

Figure 16

The screenshot shows a form titled 'Accounting Period' with a blue header. Below the header, the text 'Close all open transactions up to Date * :' is followed by a date input field containing '07/31/2019' and a calendar icon. Below this is a 'Remarks :' label followed by a text area containing the text 'Close and Lock all Journal Transactions up to July 31, 2019'. At the bottom right of the form are two buttons: '≡ Close Accounting Period' (highlighted with a green border) and 'Cancel'.