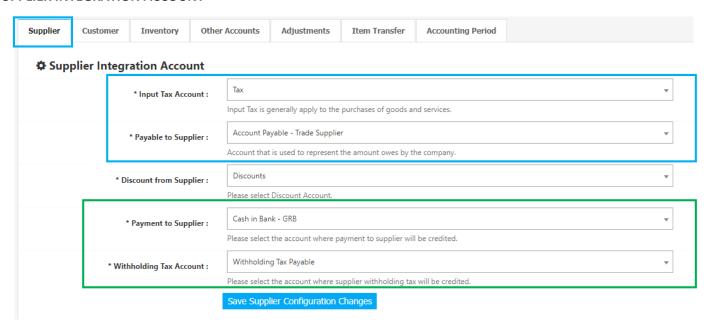
GENERAL CONFIGURATION

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



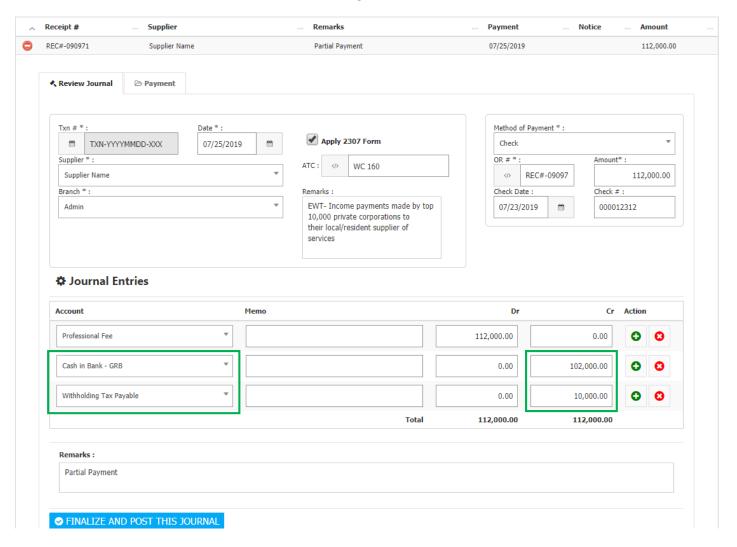
Accounts **Set** for *Input Tax Account, Payable to Supplier* in the **Supplier Integration Account** are used in *reviewing* and *posting* of Purchase Invoices in the Purchase Journal Module (*Figure 2*). **Debit** for the *Input Tax Account*, **Credit** for *Payable to Supplier. Payable to Supplier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

Purchase Journal (Pending) Invoice # √ Vendor Delivered Terms P-INV-20190801-21 Digiworx Computer & Office Solutions, Inc. 08/01/2019 Review Journal □ Transaction Account Payable Journal * Txn # : TXN-MMDDYYY-XXX * Date : 08/01/2019 * Supplier : Digiworx Computer & Office Solutions, Inc. Journal Entries Account Memo Cr Action Purchases 3,669.64 0.00 440.36 0.00 Account Payable - Trade Supplier 0.00 4,110.00 4,110.00

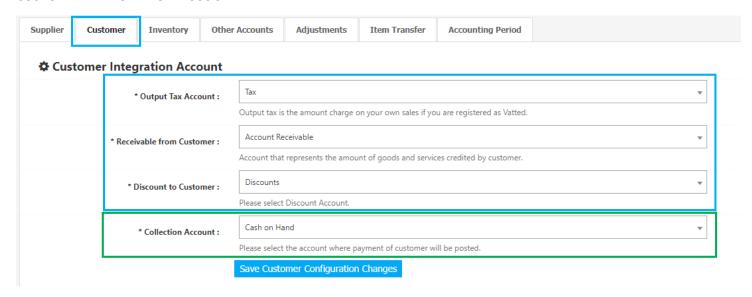
Figure 2

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



CUSTOMER INTEGRATION ACCOUNT

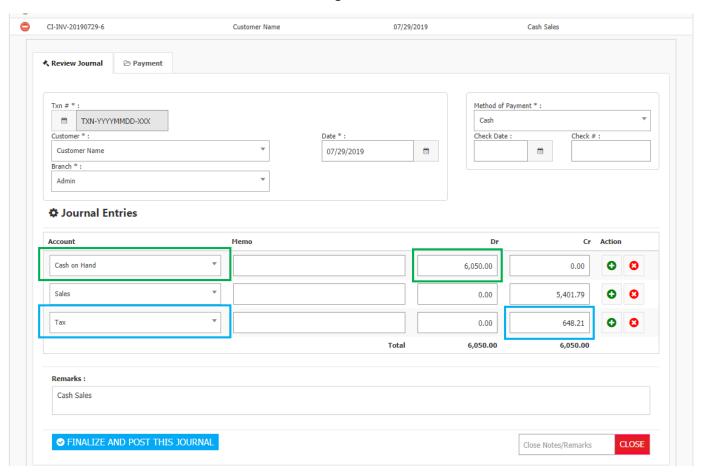


Accounts **Set** for *Output Tax Account, Receivable from Customer, Discount to Customer (if any)* in the **Customer Integration Account** are used in *reviewing* and *posting* of Sales Invoices in the Sales Journal Module (*Figure 5*), and Cash Invoice in the Cash Receipt Journal Module (*Figure 6*).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

SAL-INV-20190322-11 03/22/2019 8,675.00 Accounts Receivable Sale □ Transaction Review Journal Sales Journal * Txn #: TXN-MMDDYYY-XXX * Date: 03/22/2019 * Customer : Customer Name × v * Department : Accounting × × **☼** Journal Entries Account Memo Dr Cr Action Account Receivable 8,675.00 0.00 0 Sales 0.00 7,745.54 Tax 0.00 929.46 Total 8,675.00 8,675.00 Remarks: FINALIZE AND POST THIS JOURNAL CLOSE Close Notes/Remarks

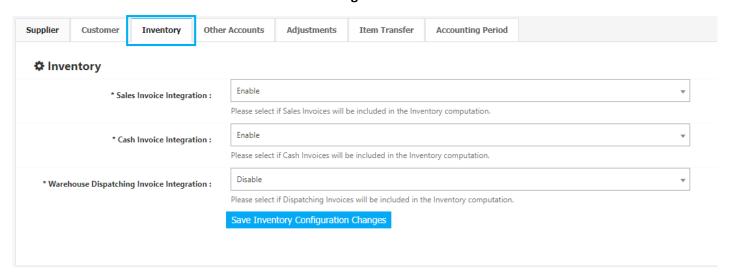
Figure 5

Figure 6



INVENTORY INTEGRATION ACCOUNT

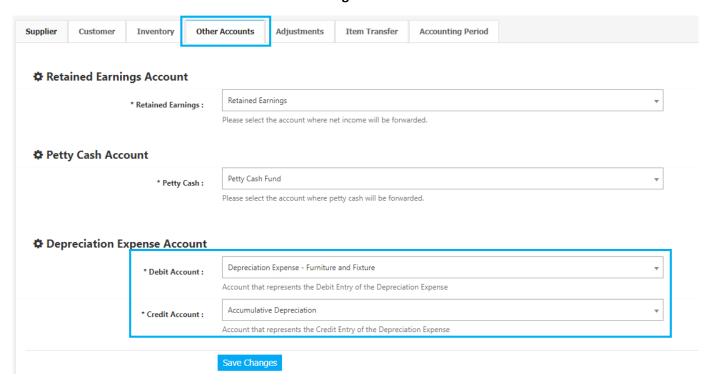
Figure 7



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

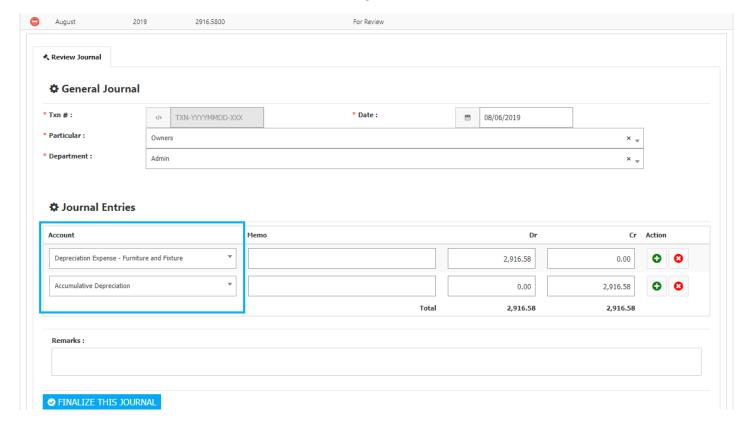
OTHER ACCOUNTS SETTINGS

Figure 8



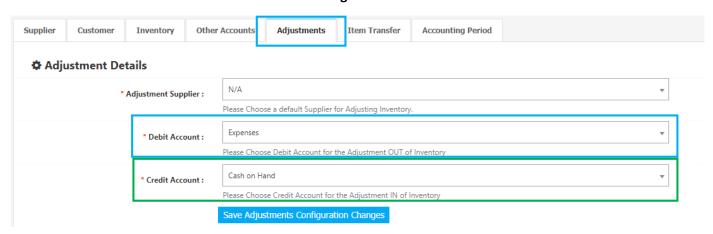
Accounts **Set** (Figure 8) for Petty Cash Account will be used in the computation of balances for the Petty Cash Module. Depreciation Expense Account are used in reviewing and posting of **Depreciation Expense** from the Fixed Asset Module (Figure 9).

Figure 9



ADJUSTMENT ACCOUNT INTEGRATION

Figure 10



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

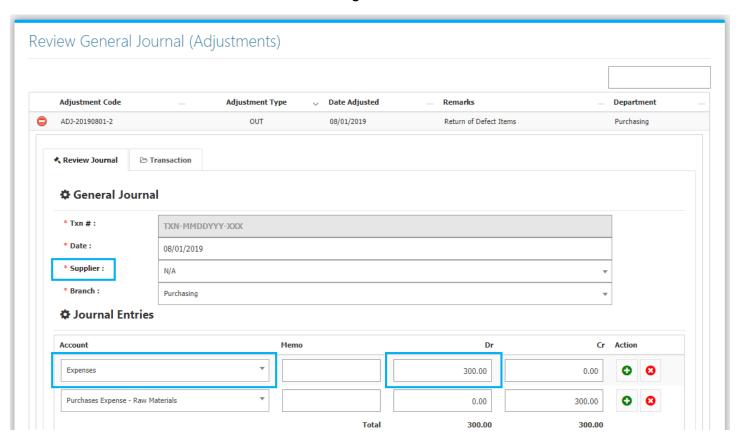
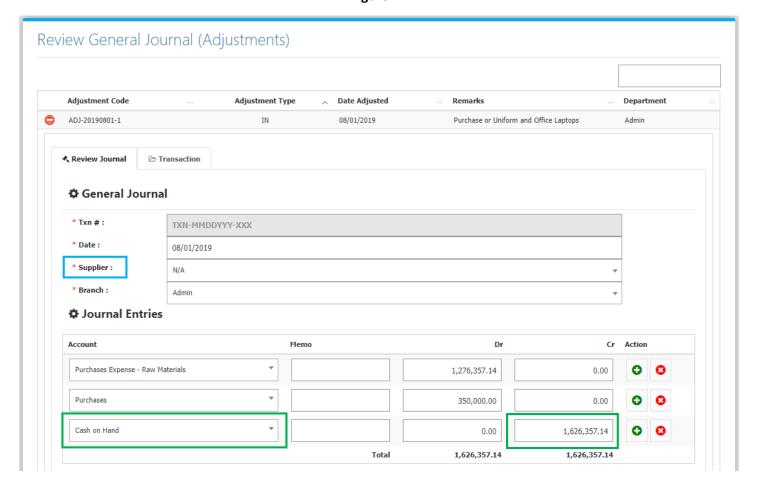
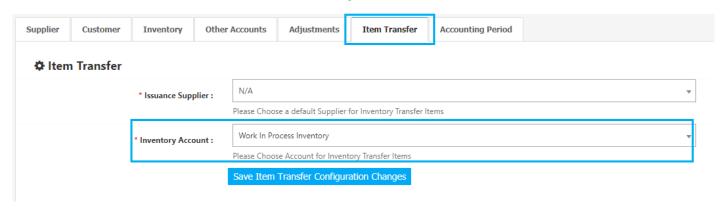


Figure 12



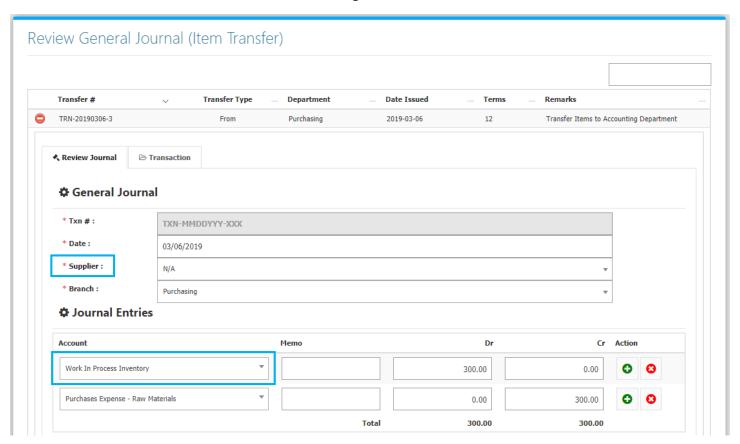
Item Transfer Account Integration

Figure 13



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).

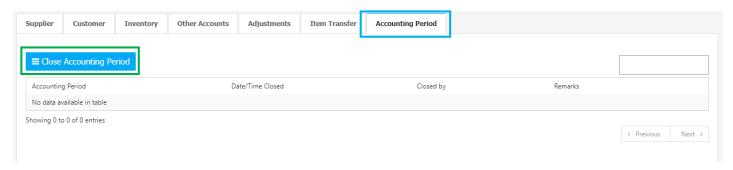
Figure 14



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



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

