

Reference

Due Types: Due types are created based on Products. Two main groups of due types are available.

Due From ó Customer payments, example Rental

Due To ó Company / lesser to pay out, example Supplier payment

Components: Allotment of the Due Type in to segments based on defined schedule. For example Rental can be divided into Capital and interest.

Cheque Status: List of cheque statusø in the system

Return Cheque Reason: List of possible reasons for cheque returns

GL Set - Up

GL Sub Categories: Division of each Main Category (Asset, Liability, Income, Expense) into sub categories

Chart of Accounts: Creation of individual Accounts

Ledger Code: X XX XX XXXX
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 1 2 3 4

Sub Ledger Codes: Created based on the Main lsdger with a Four digit ledger code

Transaction Types: All possible Transaction types that can happen with related to a product

Transaction Types Double Entries: Double entries that need to take place with related to all transaction types.

Accounting Periods: Defining the Financial year

Bill Entry

Bill Entry: Entering of the all Bills or Expenses related to company day to day work

Petty Cash

Petty Cash Book: Definition of the Petty-Cash Cash Book

Petty Cash IOU Entry: Used to release cash to an Officer / Payee

Petty Cash Voucher: IOU settlement. Expense Receipts and Balance payment

Reimbursement: Calculated the petty cash balance and raising a voucher for the new Cash In

Journals & Sundry

Journal Entries: Ledge updates

Journal Approval / Cancellation: Defined Double entry transfer happen at the Approval. Ledger update gets reversed at the Cancellation

Direct Debit: Contract based extra charges

Direct Credit: Extra charge reversal for a given Contract

Banking

Bank Reconciliation: Once the softcopy of the Bank Statement is uploaded, the system will analyze the differences and output the missing transaction slips.

Information Centre

General Ledger Accounts view: Viewing all related transactions based on a a branch for a given time period.

Sub Ledger Accounts view: Viewing all related transactions based on a a branch for a given time period.

Trial Balance: Querying and tallying all ledger accounts brought forward balances as at that date or for a given time period, based on a Branch.

General Ledger: Trial balancing based on the General Ledger

Sub Ledger: Trial balancing based on the Sub Ledger

Receipts Query: Searching for Receipts based on a given query.

General Ledger Query: Searching for all transactions happened during a given time period for the searched criterion

Settlement Sequences

Auto Settlement Sequence: The system defined sequence to settle the dues.

Manual Settlement Sequence: Predefined sequences for contracts can be altered based in customer requests.

Post-Dated Cheque

Post-Dated Cheque Entry: Entering information on the post-dated cheques provided by the clients

Post-Dated Cheque Query: List of received post-dated cheques which are to be receipted

Post-Dated Cheque Authorization: Marking on the post-dated cheques, to be receipted

Receipts

Receipts Entry: Entering of information regarding the Client payments to the company. Two types of Receipts exist. Standard and Non-Standard

Receipts Cancellation: All settled dues are reserved at a Receipt cancellation

Return Cheques: Entering information on the returned cheques. Also charges related to cheque returns are added.

Cash Deposits: Entering information regarding the Cash Deposits done to the banks

Cheque Deposits: Entering information regarding the Cheque deposits

Cashier Reports: An initial query designed to verify the System balance and the physical cash balance

Voucher

Voucher Entry: Entering expense bills in to the system

Approve Voucher: Approving the entered voucher

Voucher Printing: Printing the related approved vouchers

Voucher Cancellation: Ledger reversal happens at voucher cancellation

Fund Trans / Refunds: Fund Transfers can happen in any way. For example, Between two separate Clients, Between Contracts, Paying to Client against overpay

Cheque

Print Cheque: Printing Cheques to pay for the approved Vouchers

Cheque Cancellation: Cancellation is done based on cheque number.

Cheque Dispatching: Signing the cheques and Delivering to the respective Clients or Suppliers