Reference

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

Due From – Customer payments, example Rental

Due To – 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 status’s 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**:

3

1

2

X XX XX XXXX

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 Receips exists. 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 Depostis 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 happen 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