

# Aquapurite ERP - Initial Setup Checklist

For Finance & Accounts Team

Print this checklist and tick off each item as you complete it.

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## PHASE 1: Foundation Setup (Day 1)

### Chart of Accounts

Navigation: Finance → Chart of Accounts

- ☐ Create Header: **1000 - ASSETS**
- ☐ Create Header: **2000 - LIABILITIES**
- ☐ Create Header: **3000 - EQUITY**
- ☐ Create Header: **4000 - REVENUE**
- ☐ Create Header: **5000 - EXPENSES**

### Bank Accounts (Under Assets)

- ☐ **1101** - Cash in Hand (Type: ASSET)
- ☐ **1102** - HDFC Bank Current A/c (Type: ASSET)
- ☐ **1103** - ICICI Bank Current A/c (Type: ASSET)
- ☐ **1104** - Razorpay Settlement A/c (Type: ASSET)

### Receivables & Payables

- ☐ **1110** - Accounts Receivable (Type: ASSET)
- ☐ **2101** - Accounts Payable (Type: LIABILITY)

### GST Accounts

- ☐ **2102** - GST Payable - CGST (Type: LIABILITY)
- ☐ **2103** - GST Payable - SGST (Type: LIABILITY)
- ☐ **2104** - GST Payable - IGST (Type: LIABILITY)
- ☐ **1115** - GST Input - CGST (Type: ASSET)
- ☐ **1116** - GST Input - SGST (Type: ASSET)
- ☐ **1117** - GST Input - IGST (Type: ASSET)

### Revenue Accounts

- ☐ **4001** - Sales - Water Purifiers (Type: REVENUE)
- ☐ **4002** - Sales - Spare Parts (Type: REVENUE)
- ☐ **4003** - Sales - AMC (Type: REVENUE)

### Expense Accounts

- ☐ **5001** - Cost of Goods Sold (Type: EXPENSE)
  - ☐ **5002** - Freight & Logistics (Type: EXPENSE)
  - ☐ **5003** - Salaries (Type: EXPENSE)
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## PHASE 2: Financial Periods (Day 1)

**Navigation:** Finance → Financial Periods

- ☐ Create Financial Year 2025-26 (Apr 2025 - Mar 2026)
  - ☐ Open current month for transactions
  - ☐ Verify: Current month shows status "OPEN"
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## PHASE 3: Warehouses (Day 1-2)

**Navigation:** Inventory → Warehouses

- ☐ Create **Main Warehouse** (Code: WH-MAIN)
  - ☐ Create **Delhi Hub** (Code: WH-DEL) - if applicable
  - ☐ Create **Defective Stock** warehouse (Code: WH-DEF)
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## PHASE 4: Product Catalog (Day 2)

**Navigation:** Catalog → Categories, then Catalog → Products

### Categories

- ☐ Create Category: Water Purifiers
- ☐ Create Category: Spare Parts
- ☐ Create Category: Consumables

### Products (at least 2-3 for testing)

- ☐ Create 1 Water Purifier product
  - ☐ Create 1 Spare Part product
  - ☐ Verify: Products appear in dropdowns
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## PHASE 5: Vendors (Day 2)

**Navigation:** Procurement → Vendors

- ☐ Create at least 1 vendor with:
    - ☐ Name
    - ☐ GSTIN
    - ☐ Bank Details
    - ☐ Address
  - ☐ Verify: Vendor appears in PO dropdown
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## PHASE 6: Customers (Day 2-3)

**Navigation:** CRM → Customers

- ☐ Create at least 2-3 customers with:

- ☐ Name
    - ☐ Phone/Email
    - ☐ Address
    - ☐ State (for GST)
  - ☐ Verify: Customers appear in **Receipts** dropdown
  - ☐ Verify: Customers appear in **Invoice** dropdown
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## PHASE 7: Verification Tests (Day 3)

### Test 1: Receipts Page

**Navigation:** Billing → Receipts

- ☐ Click "+ Record Payment"
- ☐ Verify: Customer dropdown shows customers
- ☐ Cancel (don't save test data)

### Test 2: Auto Journal

**Navigation:** Finance → Auto Journal

- ☐ Click "From Payment Receipt"
- ☐ Verify: Bank Account dropdown shows bank accounts (1102, 1103, etc.)
- ☐ Cancel (don't save test data)

### Test 3: Invoice Creation

**Navigation:** Billing → Invoices

- ☐ Click "+ New Invoice"
- ☐ Verify: Customer dropdown works
- ☐ Verify: Product dropdown works
- ☐ Cancel (don't save test data)

### Test 4: Purchase Order

**Navigation:** Procurement → Purchase Orders

- ☐ Click "+ New PO"
  - ☐ Verify: Vendor dropdown works
  - ☐ Verify: Product dropdown works
  - ☐ Cancel (don't save test data)
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## Common Issues & Solutions

Issue	Solution
Customer dropdown empty	Go to CRM → Customers and create customers

Bank account dropdown empty	Go to Finance → Chart of Accounts and create bank accounts (Type: ASSET)
Product dropdown empty	Go to Catalog and create products
Vendor dropdown empty	Go to Procurement → Vendors and create vendors
Cannot post journal	Check if financial period is OPEN

## Sign-Off

Phase	Completed By	Date	Verified By
Phase 1: Chart of Accounts			
Phase 2: Financial Periods			
Phase 3: Warehouses			
Phase 4: Products			
Phase 5: Vendors			
Phase 6: Customers			
Phase 7: Verification			

**Setup Completed:** \_\_\_\_\_

**Finance Head Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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*After completing this checklist, the ERP is ready for daily transactions.*